

# AccelTest™

**User Manual**

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**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

**FCC Caution:**

Any changes or modifications not expressly approved by Renaissance Learning could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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# WELCOME TO 2KNOW! CLASSROOM RESPONSE SYSTEM AND ACCELTEST

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The 2Know! classroom response system allows students to enter their answers to assignments on hand-held Responders for quick, automatic scoring. The system also allows teachers to send homework and notes to students.

AccelTest software allows you to create your own quizzes, tests, and assignments for any subject, score assignments quickly, and have the scores entered in its electronic Gradebook. AccelTest can help you manage all your existing assignments, quizzes, and tests.

## How the 2Know! Classroom Response System Works

The optional 2Know! classroom response system includes a Renaissance Receiver and Renaissance Responders.

The Renaissance Receiver is connected to the teacher's computer. Working with the AccelTest software, it sends assignments, homework, and notes from the teacher to students' Responders. When students use the Responders to complete assignments, the Receiver sends their responses to the AccelTest software for quick, automatic scoring.



Students use hand-held Renaissance Responders to answer questions to assignments. They can also use them to get their assignments and notes from the teacher.



## How AccelTest Works

You can use AccelTest to create, assign, and score the assignments that you want to give your students, or you can use it to score assignments that exist outside of AccelTest. You can also use AccelTest for in-class assignments.

AccelTest also calculates overall student grades, which are based on the dates teachers set for the school year and terms and on the grading scale teachers have chosen.

### Using AccelTest to Create, Assign, and Score Assignments



**Assignment questions can be in a variety of formats,** including multiple-choice, matching, ranking, true/false, yes/no, essay, short answer, or numeric response.

1. You create assignments.
2. You add the assignments to your class Gradebook.
3. If you didn't assign the assignments as you added them to the class Gradebook, you assign the assignments. If students need printed copies of the assignments, assignments will be printed when you assign them.
4. The assignments are scored in one of three ways:
  - Students enter their answers on Renaissance Responders during a student-paced session, and the assignments are then scored automatically by the software.
  - Students enter their answers on AccelScan cards, and you use the AccelScan scanner to scan the cards for automatic scoring.
  - You score the assignments manually.

### Using AccelTest to Score Assignments You Already Have

1. You create a score key for the existing assignments. (The assignments aren't in the AccelTest software—only the score key is.)
2. You add the score key to your class Gradebook.
3. You assign the score key to your students.
4. The assignments are scored in one of three ways:
  - Students enter their answers on Renaissance Responders during student-paced sessions, and the assignments are then scored automatically by the software.
  - Students enter their answers on AccelScan cards, and you use the AccelScan scanner to scan the cards for automatic scoring.
  - You score the assignments manually.

### Using AccelTest with Teacher-Paced Sessions (for In-Class Assignments)

1. You create the assignment.
2. You start a teacher-paced session and select the assignment. You can project the assignment, use PowerPoint slides, ask students questions verbally, or use printed copies for students.

3. Using Renaissance Responders, students complete the assignment in class at the pace you set in the session. These assignments may or may not be scored, depending on the choice you made as you started the session. If you chose to score the assignments, the software will score them automatically, and the scores will appear in your Gradebook after the session is complete.

## Programs You'll Use

Before you install and use the programs listed below, make sure your computers meet the minimum system requirements for the AccelTest software, the 2Know! classroom response system, and AccelScan. To see the requirements, visit [www.renlearn.com/requirements](http://www.renlearn.com/requirements).

### AccelTest Software

The AccelTest software is included with the 2Know! classroom response system; it may also be purchased separately. You can use this software to create, assign, print, and score assignments for students, view student scores, and print reports. To install this software, refer to the *AccelTest Software Installation Guide*.

### Renaissance Wireless Server Utility

The Renaissance Wireless Server Utility is installed with the AccelTest software. It helps you manage and monitor communication between your computer and the Renaissance Receiver. You can also use it to set the administrator Personal Identification Number (PIN) for Responders and to change the Receiver name if you need to distinguish your Receiver from others in your school.

### Other Programs that You May Use with the 2Know! Classroom Response System

AccelTest isn't the only software from Renaissance Learning that can use the 2Know! classroom response system. You can also use the 2Know! Toolbar, which you can install from the AccelTest CD. (For details, see the *AccelTest Software Installation Guide*.) The 2Know! Toolbar allows you to quickly quiz or get feedback from your class or group. For more information, see the instructions installed with the program.

You can also use the classroom response system with Accelerated Math RP and AssessmentMaster so students can use Renaissance Responders to enter their answers to assignments or assessments. If you use Responders and the Receiver with these programs, you must download and install the Renaissance Responder program from Renaissance Place. For more information, see the software manual for the Renaissance Place product you're using.

You don't need to install AccelTest to use Renaissance Responders with the 2Know! Toolbar or with Renaissance Place programs like Accelerated Math RP. If you are using Responders with both AccelTest and another program, you can only use Responders with one program at a time.

## Learning AccelTest

### Online Manuals



**Do you still have questions?** Send general questions about the software to [answers@renlearn.com](mailto:answers@renlearn.com). Send technical questions to [support@renlearn.com](mailto:support@renlearn.com).

If you're reading this manual at your computer, you've already discovered that the *AccelTest User Manual* is in your Start menu under AccelTest (Windows) or in your program folder (Macintosh).

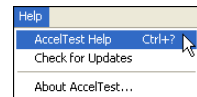
When you are reading this manual on your computer, all references to other pages or sections are links that you can click to go directly to that page, section, or procedure. When you move the cursor over the link, it will change to a hand pointing to the link. The sections listed in the Contents and the page numbers in the Index are also links.

If you are using Adobe Reader, you can also use the buttons in the Reader to go to the beginning or end of the manual, to go forward or back one page, or to go to a specific page number.

This manual will help you use AccelTest software on both Windows and Macintosh computers. In most cases, the steps are the same for both operating systems. When the Windows and Macintosh software is different, this manual will provide the information for both.

### Online Help

While using AccelTest, you can get help by clicking the **Help** menu and clicking **AccelTest Help**. This menu is available no matter where you are in the program. Use the contents and index in the help to find the topic you need.



# GETTING STARTED

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This section gives you the procedures you'll need to start using the 2Know! classroom response system and AccelTest.

## Before You Start

Before you start using AccelTest and the 2Know! classroom response system, check the following:


- Make sure you've installed the AccelTest software; see the *AccelTest Software Installation Guide*.
- Make sure you've connected the Renaissance Receiver to your computer. See the *2Know! Classroom Response System Installation and Setup Guide*.
- If you have AccelScan scanners, make sure they're connected. See the *AccelTest Software Installation Guide* or the *AccelScan User's Guide*.

## Getting Started with the AccelTest Software

### Starting the AccelTest Software

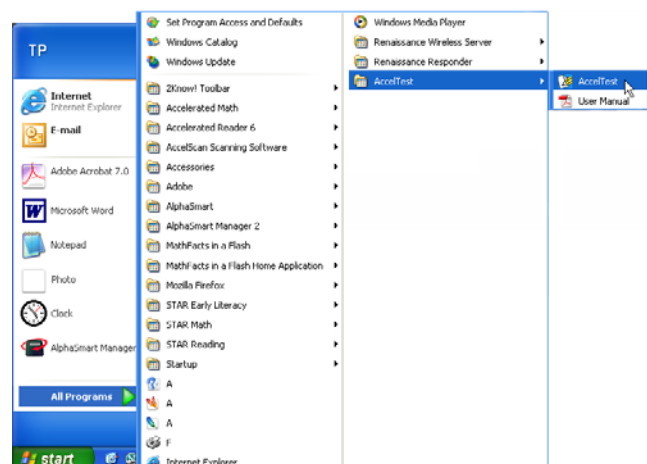
Follow these steps to start the AccelTest software:

1. Follow the instructions for your operating system:

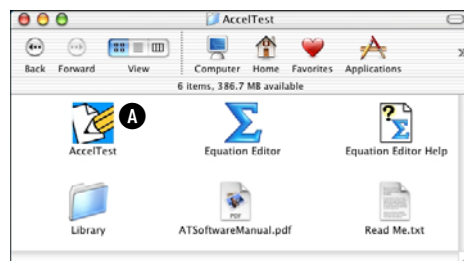
**Windows:** Click **Start** or  **Programs** (or **All Programs**) **AccelTest** **AccelTest**.



**If you have upgraded from version 2.x to version 3.x, the first time you start AccelTest after the upgrade, the Data Migration Tool will convert your database to the newest format. This may take some time.**



**Macintosh:** Open the Applications folder. Then, open the AccelTest folder. Double-click **AccelTest A** in that folder.

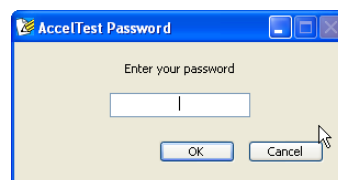


**Log in to the computer with your own user name and password to see your classes!** If more than one teacher logs in to the computer with a different user name and password, each teacher will have a unique database with that teacher's classes, students, and assignments. AccelTest uses the database that was created for the user who is logged in.

2. Enter your password. (If you haven't changed it, the default password is **admin**.) Then, click **OK**.

3. The first time you start the AccelTest software, the program will ask if you want to set up your school year and terms. It's a good idea to do this right away so your grading periods are available.

To do this, click **Setup School Year Now** and follow the instructions for the School Year preference on page 146.



## Checking for Updates to the Software

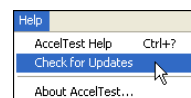
AccelTest automatically checks for updates periodically. This helps ensure that you have the latest version of the software. The Auto Update preference sets how often the software checks for updates; see page 143.

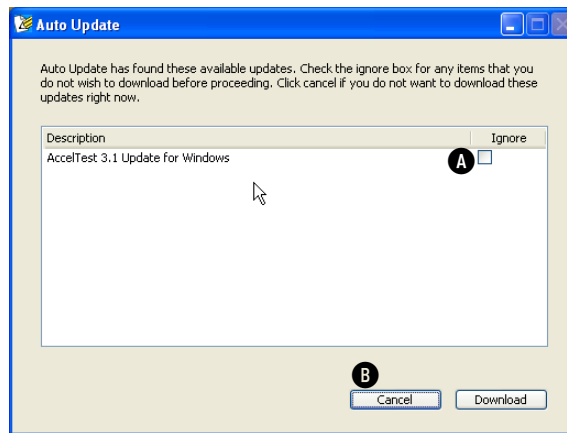


**If you update from version 2.x to version 3.x, the first time you start AccelTest after the upgrade, the Data Migration Tool will convert your database to the newest format. This may take some time.**

If you want to check for updates manually, click the **Help** menu and choose **Check for Updates**. The software will notify you if no updates are available. If updates are available, they'll be listed.

Click **Download** to get the updates. Click **Done** when the download is complete. The update file will be downloaded to your computer's desktop; double-click it to begin the update. You may be told to restart your computer after the update is installed.



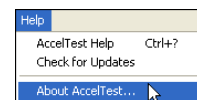


- A** If you decide not to download some updates, check the boxes next to them before clicking **Download**. AccelTest will only download updates that aren't checked.
- B** If you don't want to download any updates now, click **Cancel**.

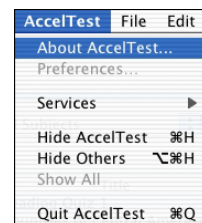
## Getting the AccelTest Version and Serial Number

Follow the instructions for your type of computer to see your AccelTest software version or serial number:

**Windows computers:** Click the **Help** menu and choose **About AccelTest**.

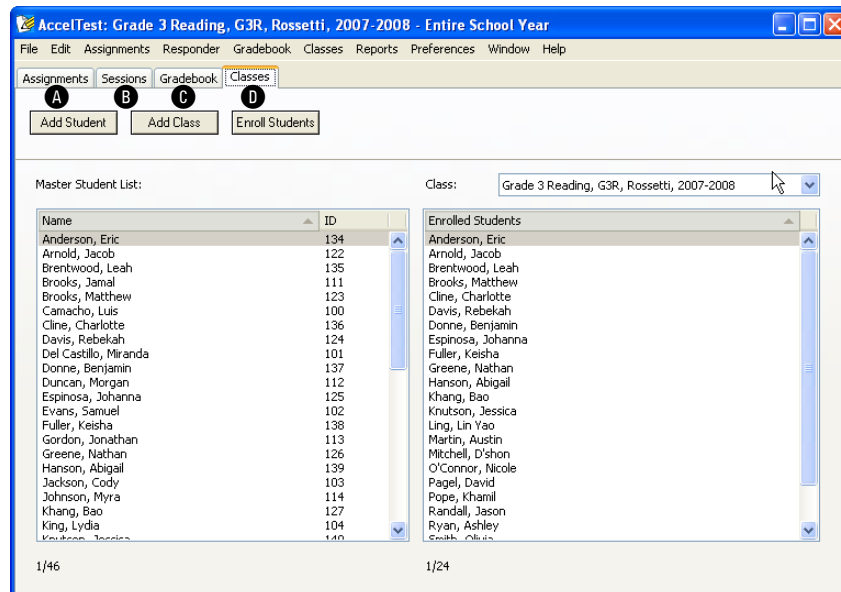


**Macintosh computers:** Click the **AccelTest** menu and choose **About AccelTest**.



## Navigating the AccelTest Software

Click the tabs in the software to go to a different AccelTest screen:

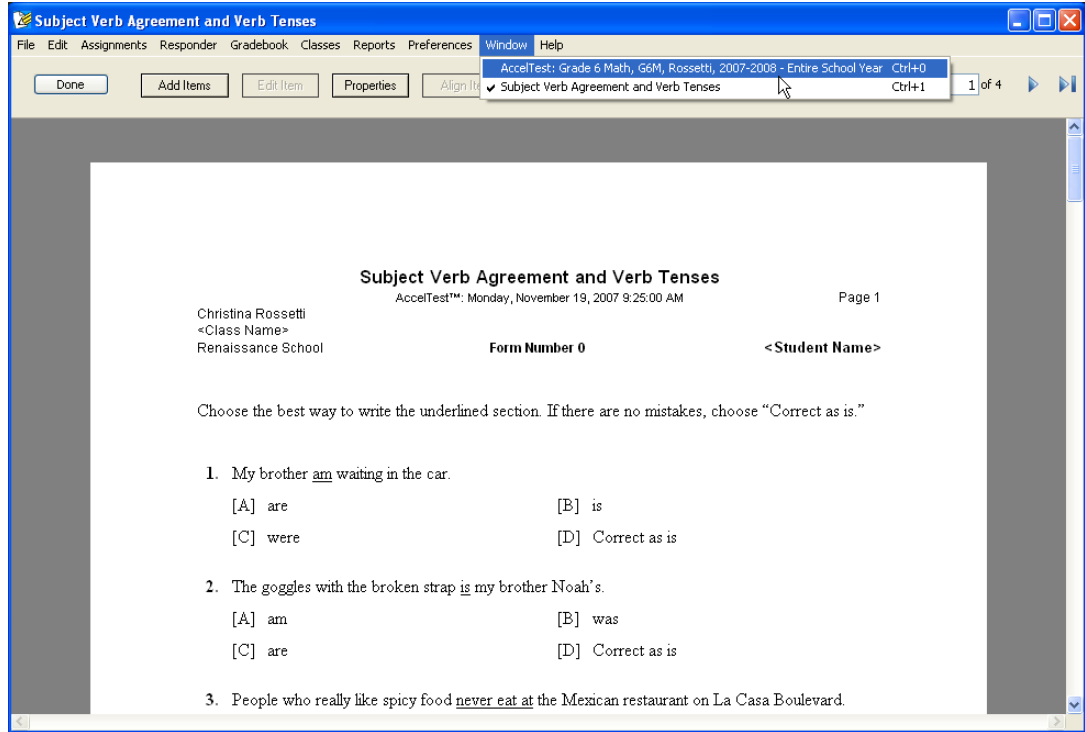


- A Assignments:** Click this tab to create, change, or delete assignments.
- B Sessions:** Click this tab to start or monitor teacher-paced or student-paced sessions.
- C Gradebook:** Click this tab to assign or print assignments and monitor student scores.
- D Classes:** Click this tab to add, edit, or delete students and classes and to manage class enrollment.

You'll find other tasks in the menus at the top of the screen. For example, to set preferences, click the **Preferences** menu and choose a preference. To generate reports, click the **Reports** menu and choose a report.



The **Window** menu is helpful when AccelTest opens a separate window as you create assignments or start a session. Use this menu to switch between the AccelTest windows. (The check mark shows which window you're viewing now.)



## Tasks to Be Completed for AccelTest


After AccelTest is installed on your computer, complete these tasks to set up your data and start using the software for your assignments.



**Don't forget your 2Know! classroom response system setup.** See page 11 for a list of the tasks you should complete to start using the 2Know! classroom response system.

Task	Where to Find Instructions
Set up your school year information so that AccelTest can include it in your assignments automatically. As you enter your school year information, you will be asked to set up your terms (and possibly semesters).	Page 146
Add your classes.	Page 18
Add or import your students.	Page 18
Add the standards that you'd like to align items to on your assignments.	Page 33
Review the Subjects preference, and if necessary, add to or edit the subject list.	Page 146
Look at the Categories preference, and add or edit categories to fit the subjects you teach. You can set grade weights for categories, decide whether a category's worst score should be dropped, and choose how to calculate grades.	Page 143
Review the Grading Scale preference. You may want to change the Grading Scale to fit your grading system.	Page 144
Look at the Exams preference. You may want to adjust the percent and marking period the exam grade applies to.	Page 143

## Closing the AccelTest Software

**Windows:** To close the software, click the  button, or click the **File** menu and choose **Exit**.

**Macintosh:** To close the software, click the **AccelTest** menu and choose **Quit AccelTest**.

## Getting Started with the 2Know! Classroom Response System

The Renaissance Place *2Know! Classroom Response System Installation and Setup Guide* explains how to connect the Receiver and set up the Responders. The Guide also explains how to rename the Renaissance Receiver and how to check and replace batteries in Renaissance Responders.

This section explains other tasks that will help you use the system with AccelTest software.



### Setting Up the 2Know! Classroom Response System

Perform these tasks to set up the 2Know! classroom response system:

Task	Where to Find Instructions
Connect the Renaissance Receiver to your computer.	<i>2Know! Classroom Response System Installation and Setup Guide</i>
Give a unique name to each Receiver so students and teachers can tell them apart when they choose a Receiver on their Responders.	Page 12
Change the Administrator Personal Identification Number (PIN) used for changing settings or owners for Responders.	Page 13
Assign a student owner to each Responder if you want to be able to send students homework and notes.	Page 14
Do firmware updates as needed.	Page 16

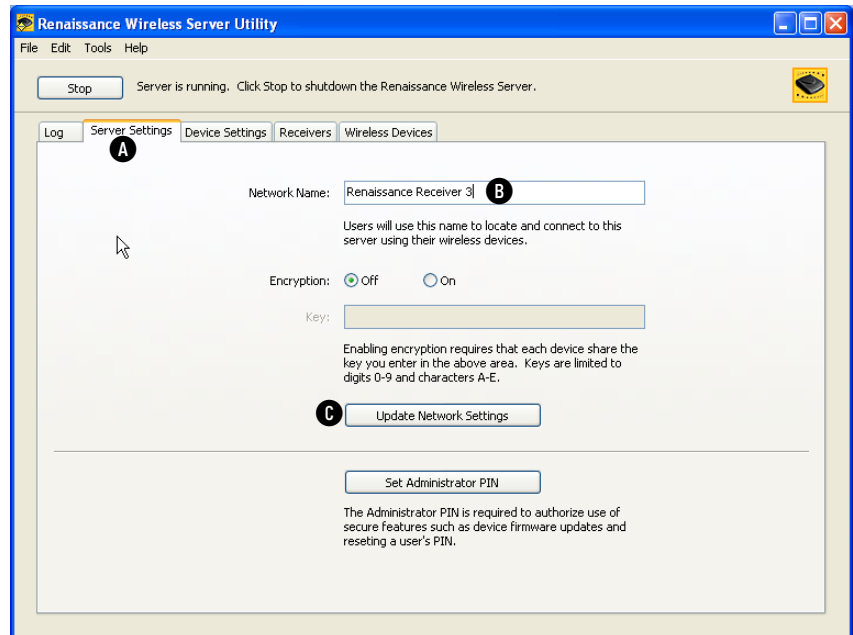
## Assigning a Unique Name to Each Receiver If You Have More than One

When students start their Responders and choose to join a session, they need to select the correct Renaissance Receiver. You should give each Receiver a unique name so students can be sure to choose the right one. (Each Receiver is named “Renaissance Receiver” unless you rename it.) Assigning a unique name is especially important if you have more than one Receiver in your school. You can choose a name that makes it easy for students to choose the correct Receiver, such as *Mrs. Smith’s Class* or *Room 245*.

1. Open the Renaissance Wireless Server Utility program:
  - **Windows computers:** If you have AccelTest running, right-click the  icon in the task bar in the lower-right corner of your screen and choose **Manage** from the menu. If AccelTest is not running, click **Start** or  **Programs** (or **All Programs**) **► Renaissance Wireless Server ► Renaissance Wireless Server Utility**.
  - **Macintosh computers:** Open the Applications folder on your hard drive. Then, open the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.
2. Enter the Administrator Personal Identification Number (PIN) in the Server Login dialog box and click **OK**. If you haven’t changed the PIN, it is **1234**.
3. Click the **Server Settings** tab **A**.
4. Click in the Network Name text box **B**, delete the name, and type the new name you want to use.
5. Click **Update Network Settings** **C**.
6. Click **OK** when the program tells you the settings have been updated. You can then close the utility.





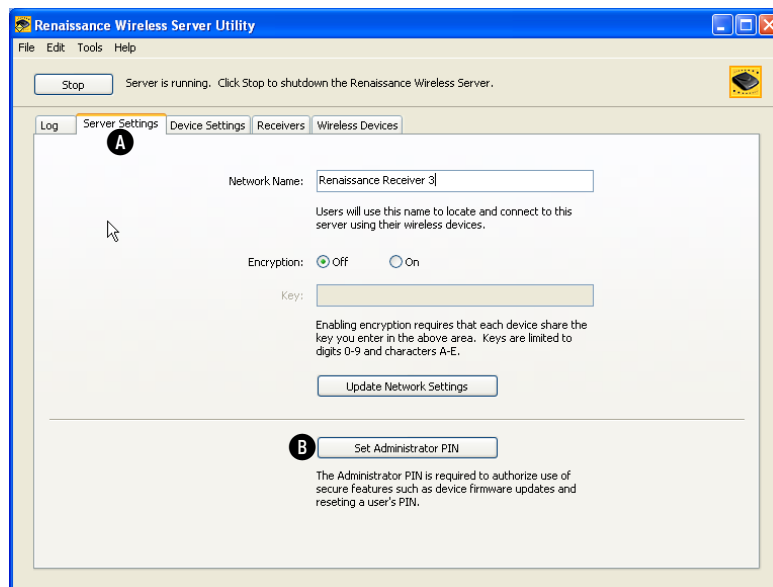
**Tell students the Receiver name.**  
When you change the name of your Receiver, be sure to give students the new name so they connect to the right Receiver.



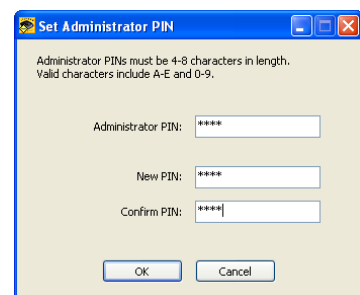
## Changing the Administrator PIN

The Administrator Personal Identification Number (PIN) is used when you reset the student owner for a Responder, when you view a student's forgotten PIN on the Responder, when you update Responder firmware, or when you log in to the Renaissance Wireless Server Utility at the teacher's computer. Follow these steps if you need to change the Administrator PIN:

1. Open the Renaissance Wireless Server Utility program:
  - **Windows computers:** If you have AccelTest running, right-click the  icon in the task bar in the lower-right corner of your screen and choose **Manage** from the menu. If AccelTest is not running, click **Start** or  **Programs** (or **All Programs**) **► Renaissance Wireless Server ► Renaissance Wireless Server Utility**.
  - **Macintosh computers:** Open the Applications folder on your hard drive. Then, open the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.
2. Enter the Administrator Personal Identification Number (PIN) in the Server Login dialog box and click **OK**. If you haven't changed the PIN before now, it is **1234**.
3. Click the **Server Settings** tab **A**.
4. Click **Set Administrator PIN** **B**.



5. In the dialog box that appears, your current PIN has already been entered. Enter the new PIN you want to use in the last two blank fields. Then, click **OK**.
6. Click **OK** when the program notifies you that the PIN was changed successfully.



## Assigning a Student Owner to Each Responder

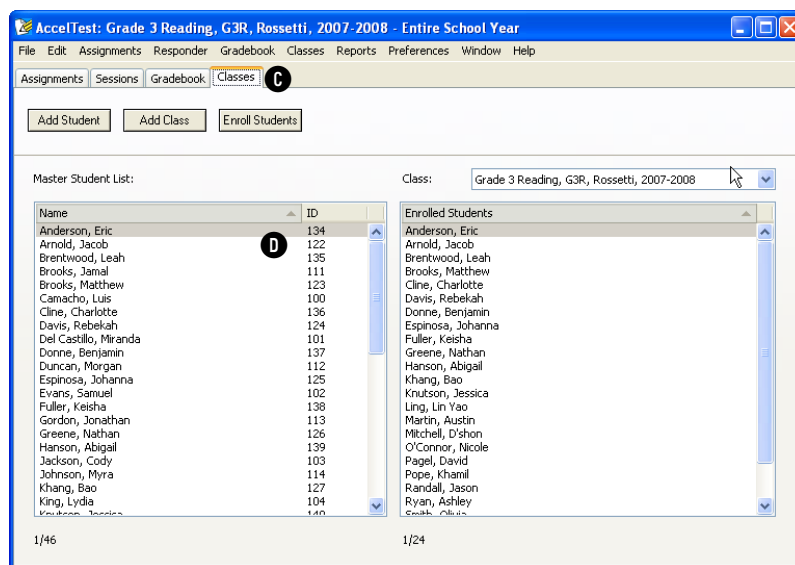


**Make sure the Responder preference is set to support owned Responders.** This is the default setting, but it can be changed. To check the preference setting, click the **Preferences** menu and choose **Responder**. Then, make sure **Support Owned Responder** is checked and click **OK**.

Although students can use Responders without owning them, you do need to assign student owners to send homework or notes to students.

When you assign an owner to a Responder, only that student can use that Responder. When you start the Responder, the student will be asked to enter his or her Personal Identification Number (PIN). This helps ensure that only that student uses the Responder; the student or teacher can change the student PIN (see page 15). Follow these steps to assign owners:

1. Before you start assigning owners, make sure you have added your students (page 18) and your classes (page 18) and assigned students to their classes (page 19). **The AccelTest software must be running.**
2. Press the **On/Off** button **A** on the Responder that needs an owner assigned to start the Responder.
3. Press **▼** **B** to scroll down to **Settings**; then, press **Select**.
4. Press **▼** to scroll down to **Assign Owner**; then, press **Select**. The Responder will search for a Receiver.
5. If the Responder asks you to stay connected to the previously chosen Receiver, press **yes (True)**, then **Select** to continue. If not, highlight the correct Receiver and press **Select**.
6. You will be asked to enter your AccelTest student ID. AccelTest automatically assigns an ID number to each student you add. To see student ID numbers, click the **Classes** tab in the AccelTest software **C**. You will see the ID numbers in the master student list on the left side of the tab **D**.



7. On the Responder, enter the ID number of the student that should own this Responder. Then, press **Select** or **ENTER**.
8. The Responder will identify the student owner by name and show a default PIN. Each student's PIN is **1212** when you first assign the Responder owner. If you want to change a student's PIN, see the steps below.

## Changing a Student's Personal Identification Number (PIN) for a Responder

1. On the Responder the student "owns," press the **On/Off** button to start the Responder.
2. Enter the student's current PIN and press **Enter**. (If you haven't changed the PIN before, it is **1212**.)
3. Press ▼ to scroll down to **Settings** and press **Select**.
4. Press ▼ to scroll down to **Change PIN** and press **Select**.
5. The student's name will appear, and you'll be asked to enter a new PIN. Enter the letters and/or numbers for the new PIN (1–11 characters) and press **ENTER**. The Responder will identify the student owner by name and show the new PIN.

## Displaying a Forgotten Student PIN



**Entering the Administrator PIN:** If you make a mistake while entering the Administrator PIN, you can press **CLEAR** to start over. To change the PIN, see page 13.

If a student owner of a Responder forgets his or her PIN, follow these steps to see the number:

1. Press the **On/Off** button to start the Responder.
2. Press **?**.
3. If your Receiver name appears, click **yes True** and press **Select**. If more than one Receiver name appears, scroll to select the correct Receiver; then, press **Select**.
4. Enter your administrator PIN and press **ENTER**.
5. The Responder will tell you the device is unlocked, and it will show you the student's PIN. Make a note of the forgotten PIN; then, press any key. The student can use this PIN the next time he or she uses the Responder.

## Resetting the Student Owner of a Responder

When you need to reset the owner of a Responder, follow these steps:

1. Press the **On/Off** button to start the Responder.
2. Press **?**.
3. If your Receiver name appears, click **yes True** and press **Select**. If more than one Receiver name appears, scroll to select the correct Receiver; then, press **Select**.
4. Enter your administrator PIN and press **ENTER**.
5. The Responder will tell you the device is unlocked, and it will show you the student's PIN. Press any key.
6. Press ▼ to scroll down to **Settings**; then, press **Select**.
7. Press ▼ to scroll down to **Reset Owner**; then, press **Select**.
8. Enter the administrator PIN again and press **ENTER**. The owner will be reset, so no student will own the Responder. To assign a new owner, see page 14.



## Responder Firmware Updates



**You can update more than one Responder at the same time.** If you follow these steps at more than one Responder at a time, you can update a set of 24 Responders in as little as 20 minutes.

From time to time, when the AccelTest software is updated, it will also have a firmware update for your 2Know! classroom response system. (Firmware is the software that runs inside your Responders and Receiver.) In most cases, firmware updates are not required. If you would like to install the updated firmware, you should make certain your data is synchronized on your Responder before installing the update (scroll down on the menu and select **Synchronize**). Usually, any changes you've made to the Responder settings will still be in place after the firmware update; if they are not, you may need to change the settings or assign an owner again.

Follow these steps to update firmware on each Responder:

1. Press the **On/Off** button.
2. If the Responder has been assigned a student owner and asks for the Student PIN, press **?**. Then, press **yes (True)** and then **Enter** to stay connected to the current Receiver (server). Enter the Administrator PIN (**1234** is the default) and press **Enter**. Then, press any key.
3. Press  to scroll down to **Settings** and press **Select**.
4. Press  to scroll down to **Firmware Update** and press **Select**.
5. If the Responder asks if you want to stay connected to the Receiver, press **yes** and then **Enter**.
6. The Responder will find and display the available update. Scroll to the correct version. Note that for each firmware release, there is an even-numbered version that uses a large font and an odd-numbered version that uses a small font; choose the version that uses the font you want.
7. Press **Select**.
8. Enter the Administrator PIN when the Responder asks you to do this (the default is **1234**), and press **Enter**.
9. The Responder will start updating the firmware. The program shows you its progress as it does the update. When the update is complete, the Responder will show you the new version number. Press any key to go to the Responder menu or the student PIN entry screen.



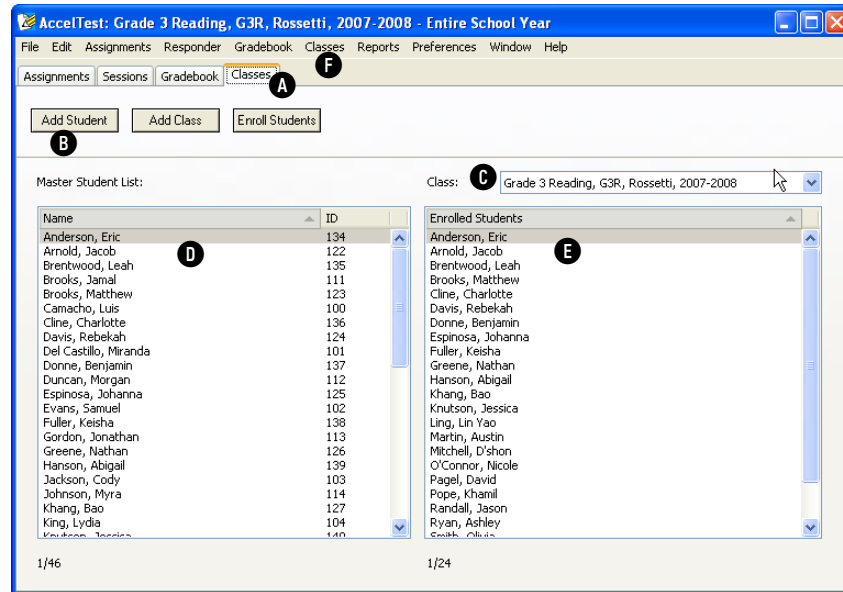
# CLASSES AND STUDENTS

## Using the Classes Tab

To set up or view your classes or students, click the **Classes** tab **A**.



**Different teachers may see different classes and students.** AccelTest makes a separate database for every person who logs in to the computer. If more than one teacher uses this computer, and you use different user names and passwords to log in to the computer, you will see only the classes and students that are in your database.



- A** The **Classes** tab shows your classes and students.
- B** Use these buttons to add students or classes or to enroll students in the selected class.
- C** Use the **Class** drop-down list to choose the class you want to view and work with.
- D** This list shows you all students you've added in your AccelTest database.
- E** This list shows you which students are in the selected class.
- F** In the **Classes** menu, you can choose other tasks, such as importing, editing, or deleting classes and students or unenrolling students from a class. If you don't have the **Classes** tab selected, some options won't be available in this menu.

## Adding a Class



**You may be able to save time by importing classes and students.** To import classes, see page 21. To import student information, see page 23.

Follow these steps to add a new class.

1. Click the **Classes** tab in AccelTest. (See page 17).
2. Click **Add Class** on this tab.
3. Type the name of the new class in the dialog box. Then, click **OK**.

Next, add your students as described below; then, you can enroll them in the class by following the steps on page 19.

## Adding a Student

Follow the steps below to add students to the database.

1. Click the **Classes** tab in AccelTest. (See page 17).
2. Click **Add Student** on this tab.
3. Enter the student's first name and last name. (You can enter a middle name, but it's not required.) A suggested ID has been entered for you; you can change this number to the student's ID for your school or district. IDs can include numbers only. After entering the information, click **OK**.

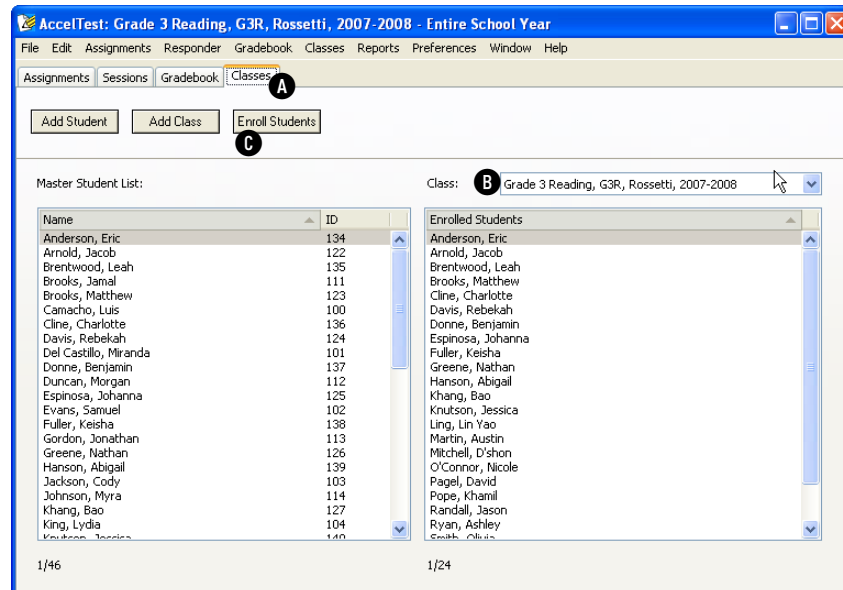
4. If you want to add more students, click **Yes** in the alert that appears. Then, enter the name and ID for each additional student and click **Add**. When you've finished, click **Done**.

If you don't want to add more students, click **No** in the alert.

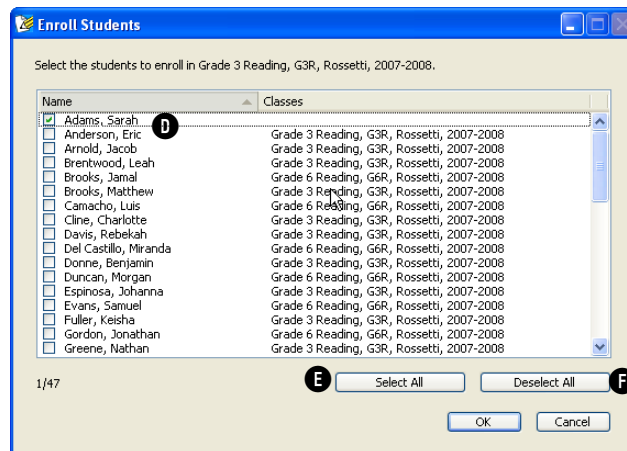
To enroll the student(s) in classes, see page 19.

## Enrolling Students in a Class

1. Click the **Classes** tab in AccelTest **A**.
2. Choose the class that needs students enrolled from the **Class** drop-down list **B**.



3. Click **Enroll Students** **C**.
4. Check the boxes next to the students that you want to enroll in the class you chose. Then, click **OK**.

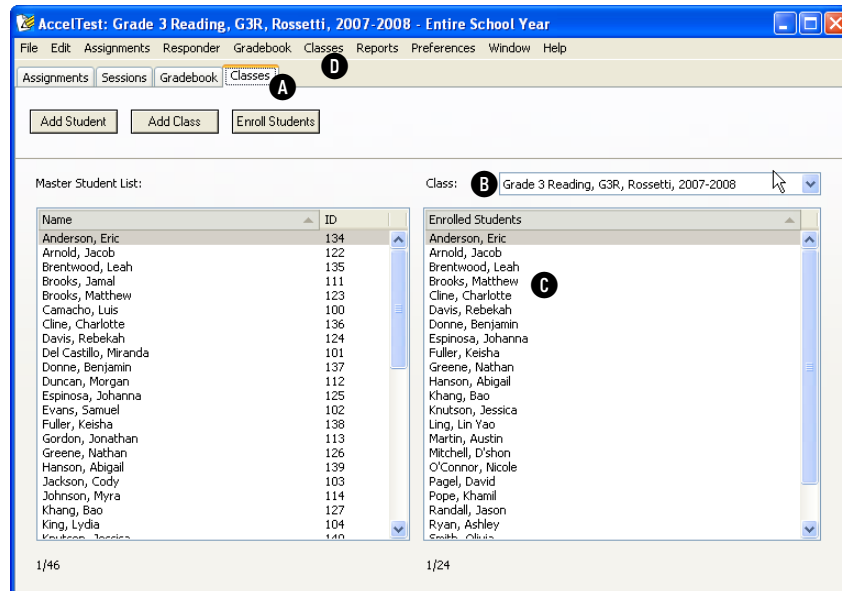


- D** To choose students one by one, check the box next to each student. Note that the list shows which classes the students are already enrolled in.
- E** To select all students, click **Select All**. This checks the box next to each student.
- F** To remove the check mark from all students, click **Deselect All**.

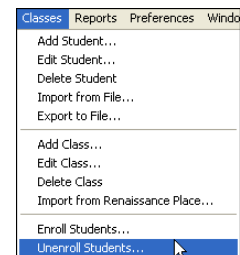
## Unenrolling Students from a Class

If you want to unenroll a student or students from a class, follow these steps:

1. Click the **Classes** tab in AccelTest **A**.
2. Using the **Class** drop-down list **B**, choose the class that needs students unenrolled.



3. Select the students that you want to remove from the class in the list on the right **C**. To select one student, click the student's name. To select more than one, use one of these two methods:
  - If the names aren't next to each other in the list, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the student names.
  - If the names are next to each other in the list, click the first name you want to select, hold down the **Shift** key, and click the last name in the group you want to select. All names in between will also be selected.
4. Click the **Classes** menu **D** and choose **Unenroll Students**. (This option isn't available if you don't start from the Classes tab.)
5. Click **Yes** to continue when the program asks if you're sure you want to unenroll the students.



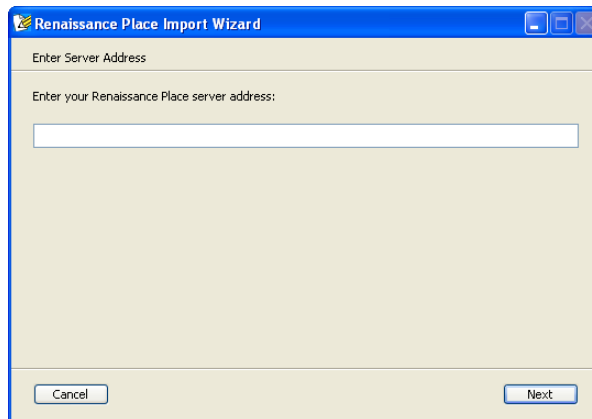
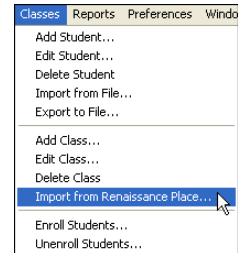
## Importing Classes from Renaissance Place

By following the steps below, you can import classes from your Renaissance Place programs. When you do this, the students and their class enrollments are also imported.

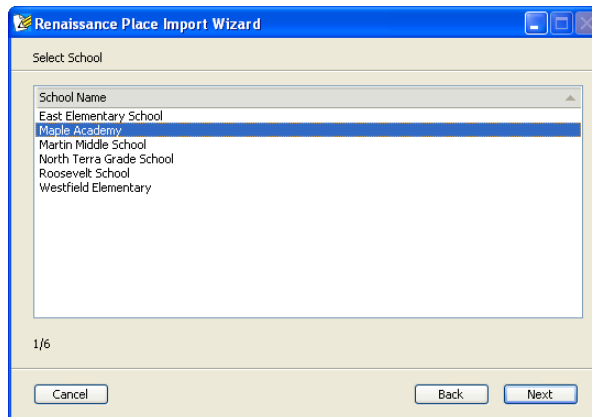


**To import students**  
from a Comma  
Separated Value  
(CSV) file or from a  
Renaissance Learning  
desktop program, see  
page 23.

1. Click the **Classes** menu in AccelTest and choose **Import from Renaissance Place**. (It doesn't matter which tab you're viewing before you click this menu.)
2. Enter the server or IP address of your Renaissance Place server. (If you don't know the address, contact your server administrator.) Then, click **Next**.



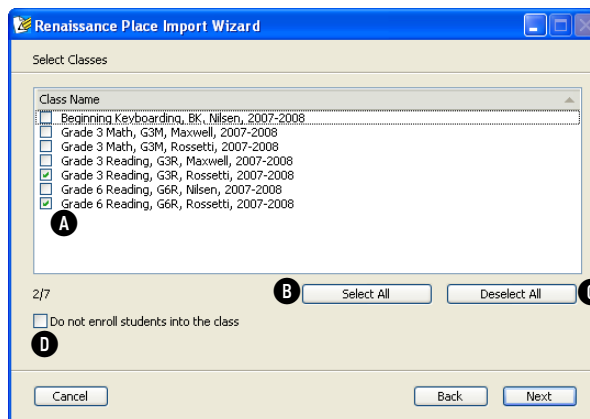
3. Enter the user name and password that you normally use to log in to Renaissance Place. Then, click **Next**.
4. Click the name of the school that has the class that you want to import. Then, click **Next**.





**When you import students who have an ID that is longer than 20 digits or that includes letters, AccelTest will give the student a new ID that fits AccelTest requirements. You can edit the ID by editing the student's information; see page 29.**

5. Check the boxes next to the classes that you want to import. Then, click **Next**.



- A** To choose classes one by one, check the box next to each class that you want to import.
- B** To select all the classes listed, click **Select All**. This checks the box next to each class.
- C** To remove the check mark from all classes listed, click **Deselect All**.
- D** Check this box if you don't want to enroll the students that are being imported into the class you're importing.

6. Read the Summary to make sure you've chosen the correct classes. Then, click **Next**.
7. Click **Done** when the program tells you it has finished importing students.

## Importing Student Names from a File



**Do you want to  
import information  
from Renaissance**

**Place instead?** See page 21  
to import entire classes,  
including student names and  
class enrollments.

Instead of adding students, you may be able to import their names from another program you're using. You can import text files with information separated by commas (CSV files), or you can import students from the database for a desktop Renaissance Learning program.

### About Comma Separated Value (CSV) Files

A Comma Separated Value (CSV) file is a text file that separates information with commas. The file must have the information in a specific order so the student names and IDs are imported correctly. Follow these guidelines:

- Your file must have only one student record per line. Use a comma to separate each piece of information. The maximum line length is 255 characters (including tabs and spaces).
- Each record must contain at least the student's first and last names. The middle name and ID are optional.
- Add a header line to the file that identifies the information. This line must start with the @ symbol. Then, it must list the names of the fields in the order they are in for each student record. In the header, use LNAME to show where the last name occurs, FNAME for the first name, MNAME for the middle name, and ID for the student ID. If the record includes information that AccelTest would not import, use an X in the header to show where this information occurs.

For example, suppose that you have a file in which each record shows the student's first name, then the student's last name, the student's ID, and then the student's grade. Since the program *will not* import the grade, your file should look like this:

```
@FNAME,LNAME,ID,X
Ryan,Emerson,3253,6
Luis,Camacho,3192,3
Lyle,Johnson,3325,4
```

Note the X in the header to show where the grade is in each record. The X tells AccelTest to ignore this information.

If some students are missing some of the information, include a comma to represent that field even though the information is not there. In the following example, Katrina Peters does not have a middle name in her record.

```
@FNAME,MNAME,LNAME
Ryan,John,Emerson
Katrina,,Peters
```

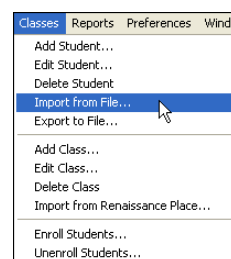
## About Importing Data from Other Desktop Renaissance Learning Programs

AccelTest can also import data directly from the database for any Renaissance Learning desktop product, such as Accelerated Reader 5.x–6.x, Accelerated Vocabulary 1.x, Accelerated Math 1.x–2.x, MathFacts in a Flash 1.x, STAR Early Literacy 1.x, STAR Math 1.x–2.x, and STAR Reading 2.x.

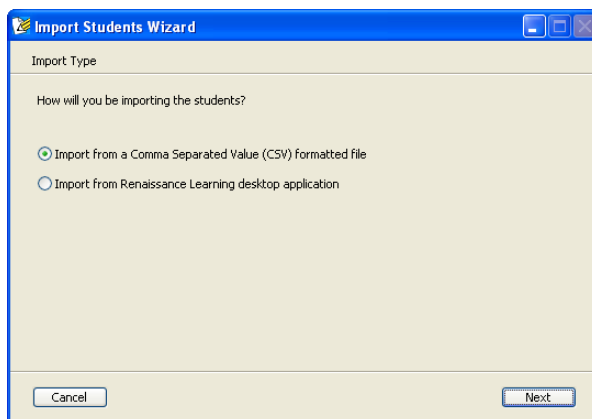
**Note:** The steps below explain how to import students from **desktop** products. If you want to import classes and students from the Renaissance Place version of these products, see page 21.

## How to Import Students from a CSV File or Another Desktop Program

1. Click the **Classes** menu in AccelTest and choose **Import from File**. (It doesn't matter which tab you're viewing before you click this menu.) The Import Students Wizard or Assistant will start.



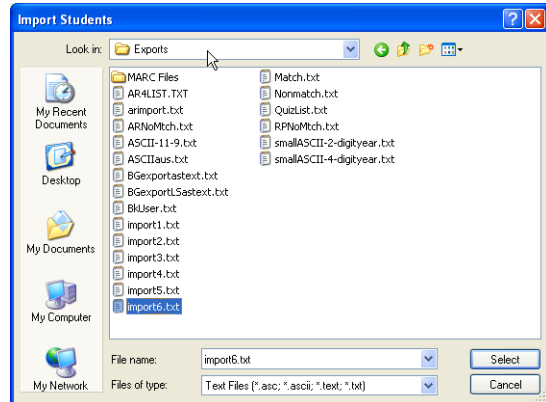
2. On the first panel, click one of the options to choose whether to import students from a text file or a database from another Renaissance Learning desktop program. Then, click **Next**.



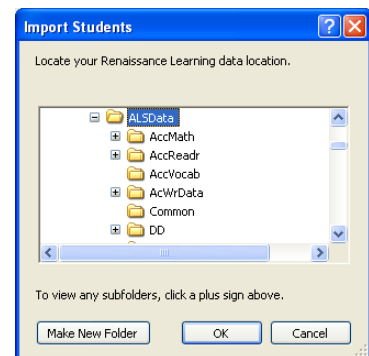


- On the next panel, click **Select File** or **Select Folder**. Then, follow the instructions for your operating system and the item you're selecting:

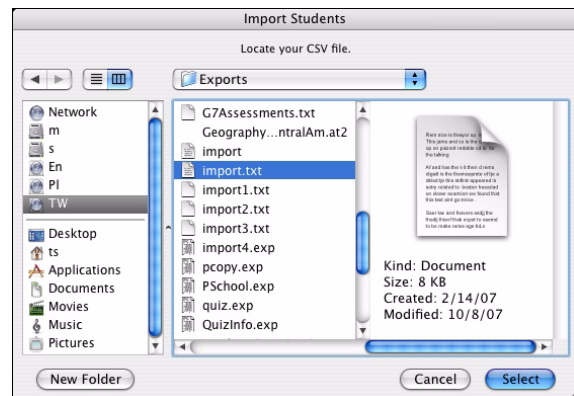
- Windows, selecting a file:** Use the drop-down list to choose a folder location, and open folders if necessary to find the file. When you find the file, click it once and click **Select**.



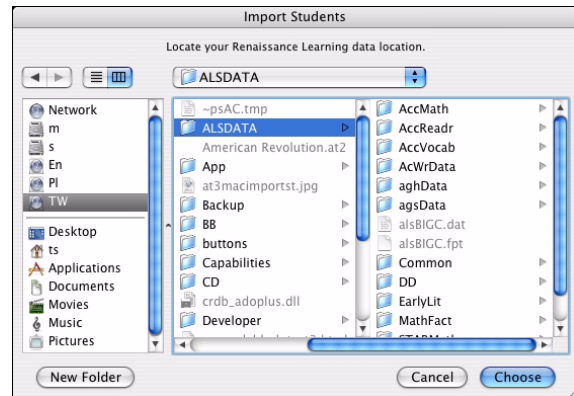
- Windows, selecting a folder:** Go to the location of the database folder for the Renaissance Learning program you're using. Click the folder once to select it. Then, click **OK**.



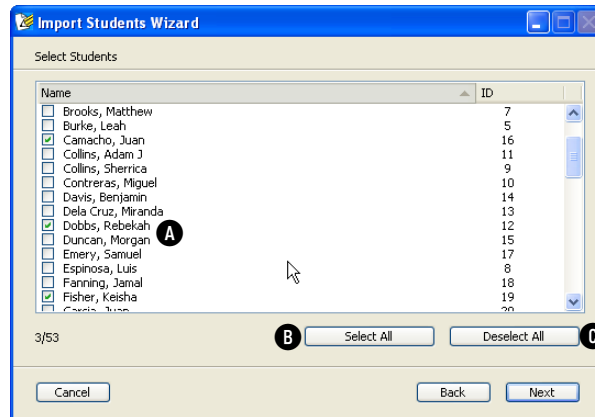
- Macintosh, selecting a file:** Scroll to the left and click the drive where you can find the file. Open folders if necessary to find the file. When you find the file, click it once and click **Select**.



- **Macintosh, selecting a folder:** Scroll to the left and click the drive where you can find the database for the Renaissance Learning program you're using. Click the folder once to select it. Then, click **Choose**.



4. After you've chosen the file or folder, notice that the panel in the Wizard will show you how many students were found in that location. To continue, click **Next**.
5. Check the boxes next to the students that you want to import. Then, click **Next**.



- To choose students one by one, check the box next to each student that you want to import. *If you want to enroll students in classes as you import them, make sure you only select only students who are in the same class!*
- To select all the students listed, click **Select All**. This checks the box next to each student.
- To remove the check mark from all students listed, click **Deselect All**.

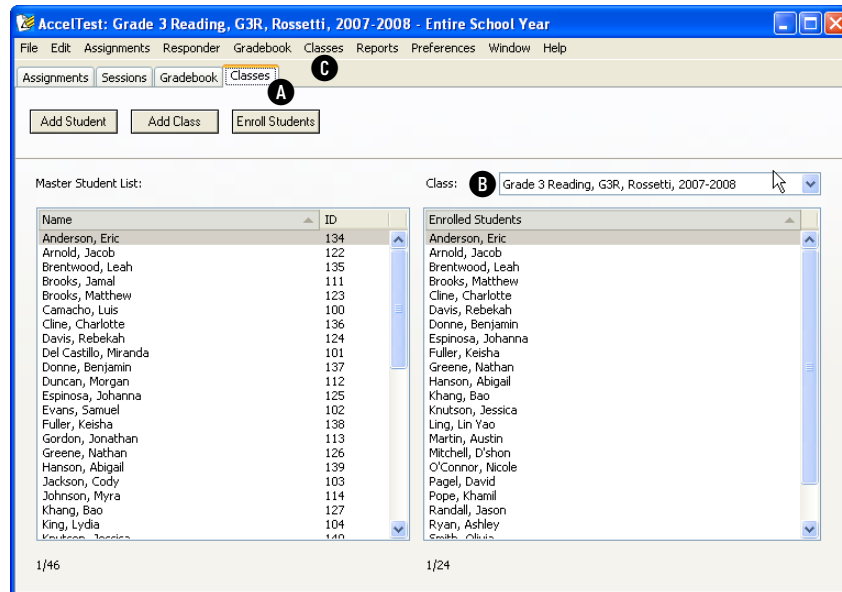
6. If any student names that you are importing are the same as student names that are already in your database, AccelTest will show you the duplicate student names one by one. For each student, you will have some or all of these options:
  - **Update ID** and **Update All IDs**: These options are available when the student name is the same but the ID is different. Clicking **Update ID** updates the student's ID in the database to the one that is in the file or folder you are importing. Clicking **Update All IDs** does this for all student names that match names in the file or folder you're importing.
  - **Update Name** and **Update All Names**: These options are available when the ID for a student in the import source matches the ID of a student in your AccelTest database. Clicking **Update Name** changes the name of the student in the database to match the student with the same ID in the import source. **Update All Names** does this for all students with matching IDs. Make sure the student in your AccelTest database is the same as the one in the import source before doing this to avoid attributing a student's grades to another name.
  - **Skip** and **Skip All**: If the student information that's already in your database is correct, and you don't want to replace it or update it with information from the file, click **Skip** to skip just this student (without importing him/her) or **Skip All** to skip all duplicate students in the file.
7. Next, choose whether to enroll the students you're importing in a class. After choosing an option (and a class if necessary), click **Next**.

- D** Click this option if you want to import the students, but you don't want to enroll them in a class now. This is a good choice if you are importing students that are actually in different classes. To enroll the students in classes later, see page 19.
- E** Click this option if you want to enroll the students you're importing in a class that already exists. Then, use the drop-down list to choose the class.
- F** Click this option if you want to enroll this students in a new class. Then, click in the blank field and type a name for your new class.

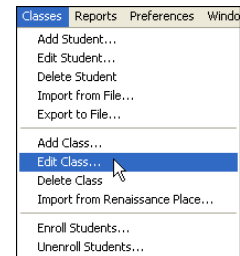
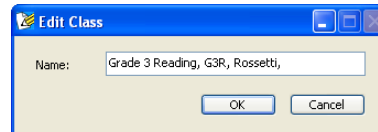
8. Read the information in the summary to make sure it is correct. Then, click **Done** to continue. (If you need to make changes, click **Back** to go back and make your corrections.)

## Editing a Class Name

1. Click the **Classes** tab in AccelTest **A**.
2. Choose the class that you want to edit from the **Class** drop-down list on this tab **B**.

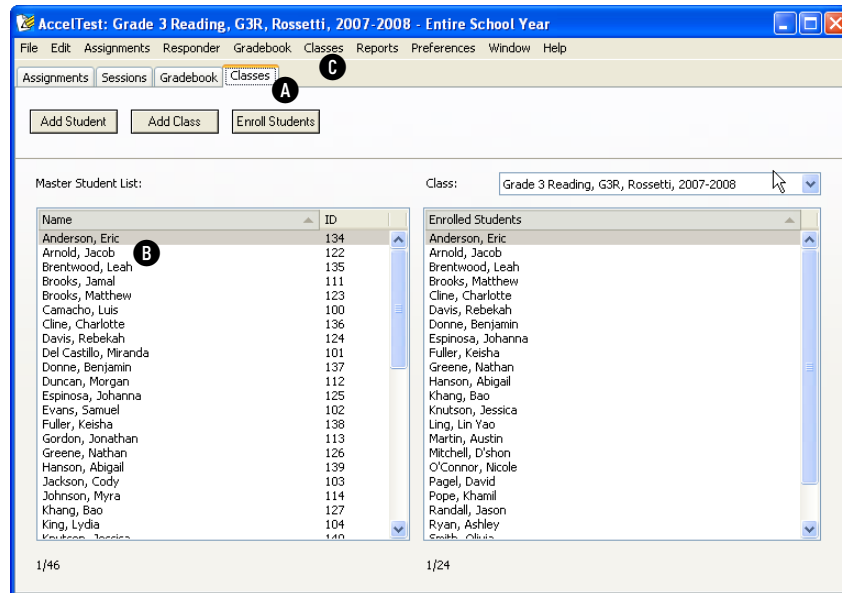


3. Click the **Classes** menu **C** and choose **Edit Class**. (This option isn't available if you don't start from the Classes tab.)
4. Make your changes to the class name. Then, click **OK**.



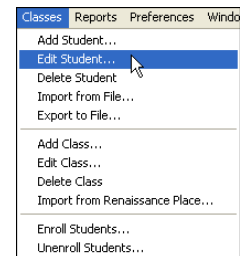
## Editing Student Names or IDs

1. Click the **Classes** tab in AccelTest **A**.
2. In the list on the left, click the name of one student whose information you want to edit **B**.



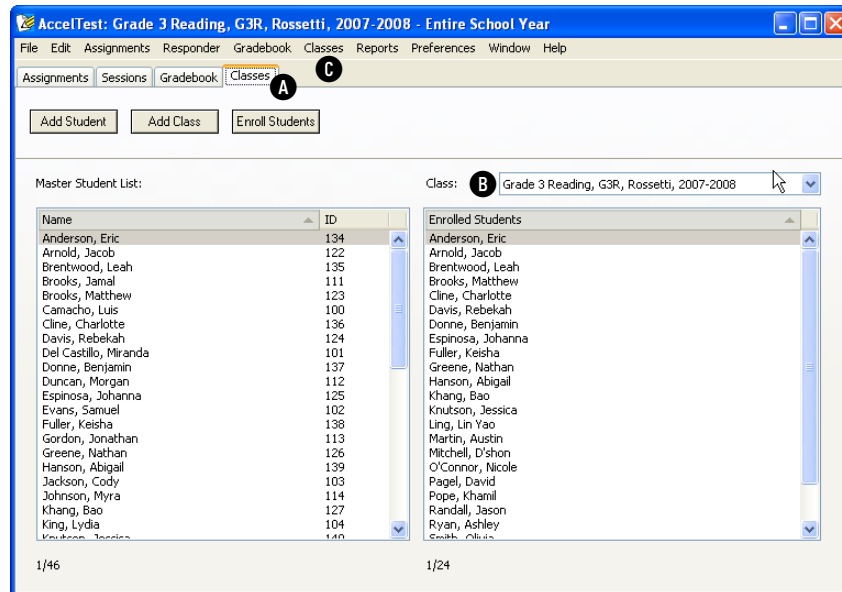
3. Click the **Classes** menu **C** and choose **Edit Student**.
4. Edit the student's first name, middle name, last name, and/or ID as needed. (The middle name is not required.) When you have finished, click **OK**.

The 'Edit Student' dialog box is shown. It has four text input fields: 'First Name' (containing 'Eric'), 'Middle Name' (empty), 'Last Name' (containing 'Anderson'), and 'ID' (containing '134'). At the bottom right, there are 'OK' and 'Cancel' buttons.

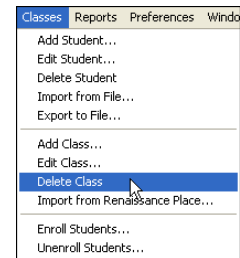


## Deleting a Class

1. Click the **Classes** tab in AccelTest **A**.
2. Choose the class that you want to delete from the **Class** drop-down list **B**.



3. Click the **Classes** menu **C** and choose **Delete Class**.  
(This option isn't available if you don't start from the Classes tab.)
4. Click **Yes** when the program asks if you're sure you want to delete the class.



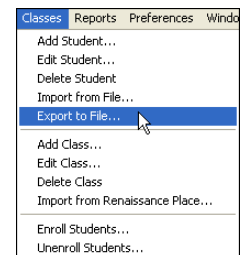
## Exporting Student Information



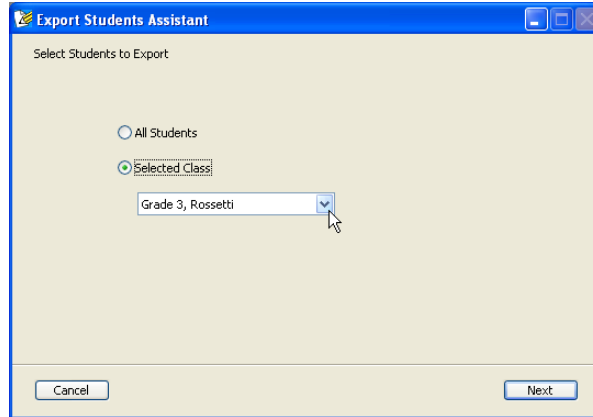
*If you want to export students' grades instead, see page 105.*

By following the steps below, you can export student names and IDs to a text file. The file will have the header "@LNAME,FNAME,MNAME,ID," and each line will include one student's last name, first name, middle name (if it's available), and ID in this format: "Smith,Olivia,Marie,135".

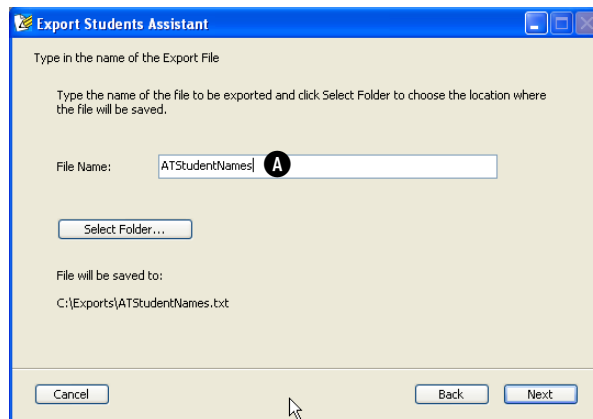
1. Click the **Classes** menu and choose **Export to File**. The Export Students Assistant will start.



2. Click an option to choose whether to export all students or just those in one class. If you choose **Selected Class**, click the drop-down list and choose the class. Then, click **Next**.



3. Enter a name for the file in the **File Name** field **A**. Then, click **Select Folder**, open the folder where you want to save the file, and click **OK** (Windows) or **Choose** (Macintosh). Click **Next** to continue.



4. Click **Finish** to create the file.

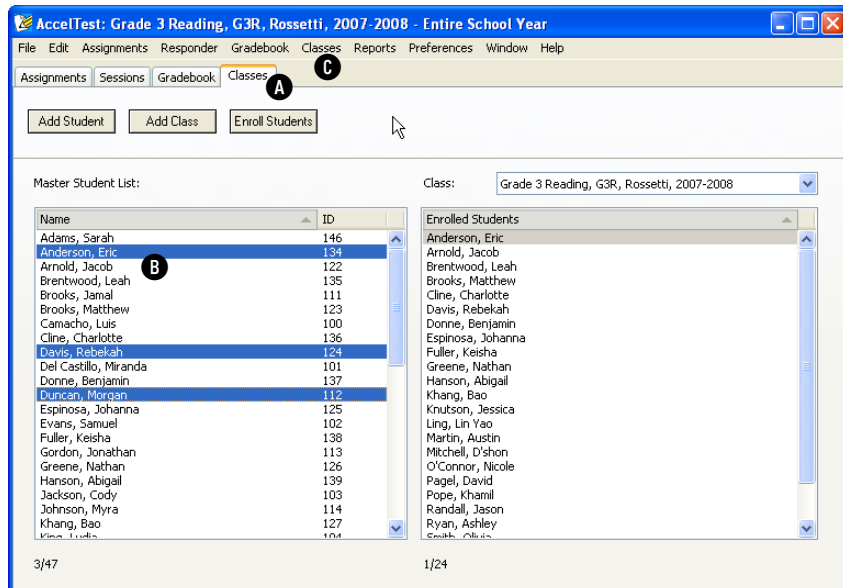
## Deleting a Student



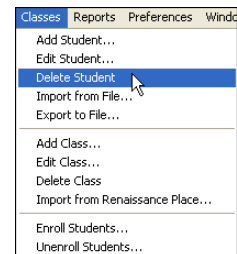
**You can export assignment results for a student so you have a record of the student's grades. See page 105.**

Follow the steps below to delete a student. **When you delete a student, you lose all information for that student.** This includes the student's class and grades.

1. Make sure the students that you want to delete have been unenrolled from their classes (see page 20).
2. Click the **Classes** tab in AccelTest **A**.
3. In the list on the left **B**, select the students who need to be deleted from your database. To select one student, click the student's name. To select more than one, use one of these two methods:
  - If the names aren't next to each other in the list, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the student names.
  - If the names are next to each other in the list, click the first name you want to select, hold down the **Shift** key, and click the last name in the group you want to select. All names in between will also be selected.



4. Click the **Classes** menu **C** and choose **Delete Student**. (This option isn't available if you don't start from the Classes tab.)
5. Click **Yes** to continue when the program asks if you're sure you want to delete the students.





# STANDARDS

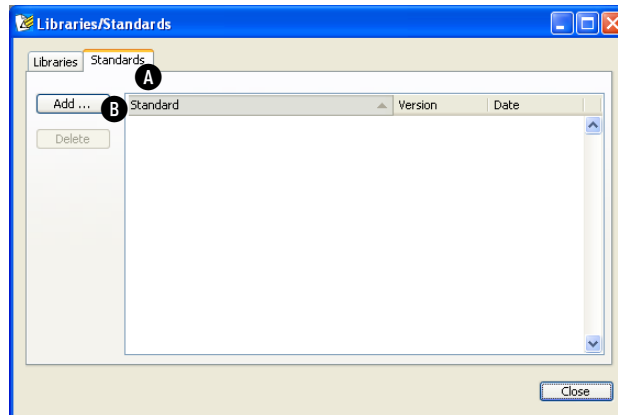
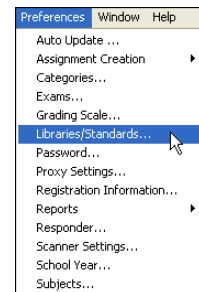
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## Adding Standards to Your Database

Before you start adding or importing your assignments, you should add the standards that are relevant for your school or district. By doing this first, you ensure that the standards are available when you align items on your assignments to the standards that apply. (To align items to standards, see page 61.) This makes it easy for you to get reports that focus on student performance on those standards.

Follow these steps to add standards to your database:

1. Click the **Preferences** menu and choose **Libraries/Standards**.
2. Click the **Standards** tab **A**.
3. Click **Add** **B**. The Install Standards Wizard or Assistant will start.



4. The first panel of the wizard will ask you to choose whether to add standards from the Renaissance Learning Web site or from a file. Click the option you prefer.

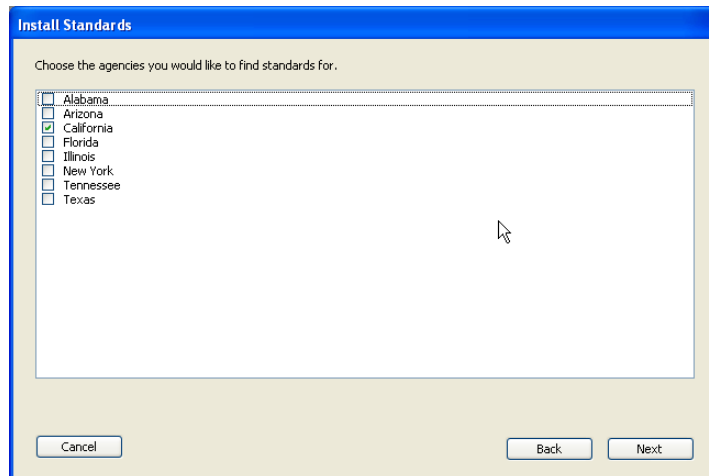
In most cases, you should choose to add standards from the Renaissance Learning Web site. However, if you are adding standards from a TestCheck library, you would choose to add the standards from a file.

Click **Next** to continue and follow the instructions for the choice you made:

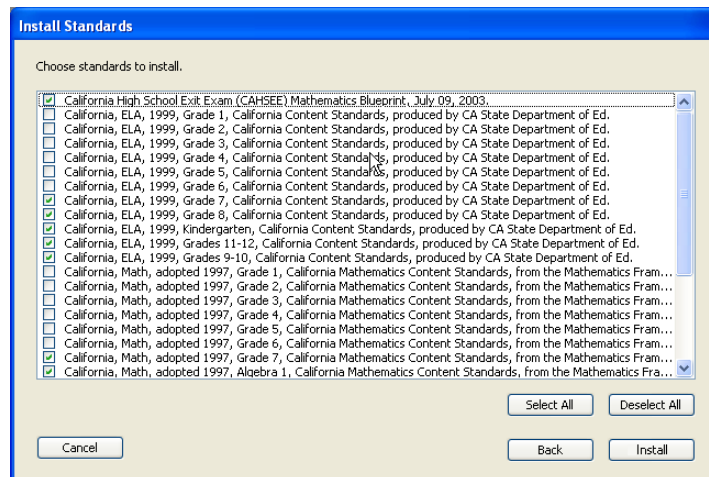
- If you chose to add standards from the Web site, see page 34.
- If you chose to add standards from a file, see page 35.

## Adding Standards from the Renaissance Learning Web Site

- On the next panel, check the box next to each state or other agency for which you want to add standards. Then, click **Next**.



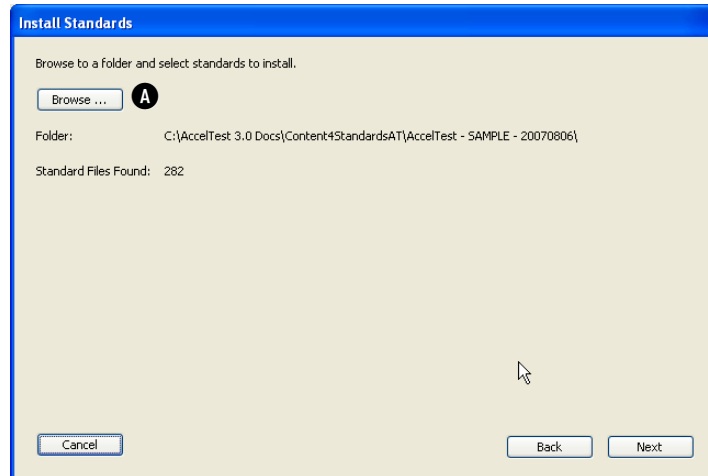
- Check the box next to each standard that you want to add. (Be sure to scroll down to see all available standards.) Then, click **Install**.



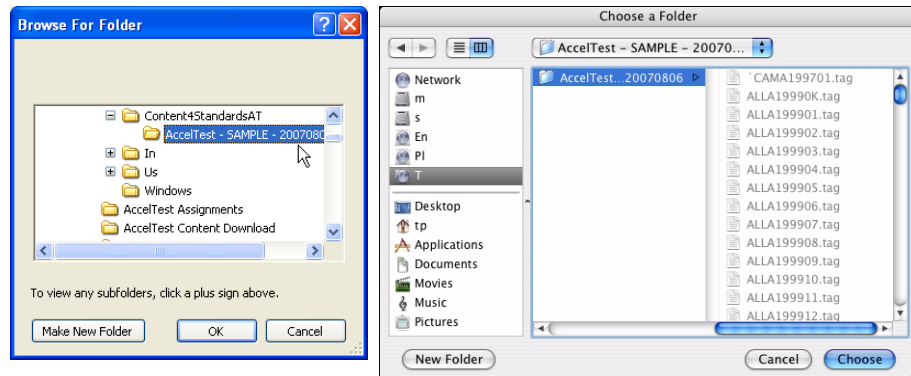
- When the standards have been installed, you will return to the Standards tab in the Libraries/Standards dialog box. The standards that you added will be listed. Click **Close** to close the preference.

## Adding Standards from a File

5. On the next panel, click **Browse** **A**.

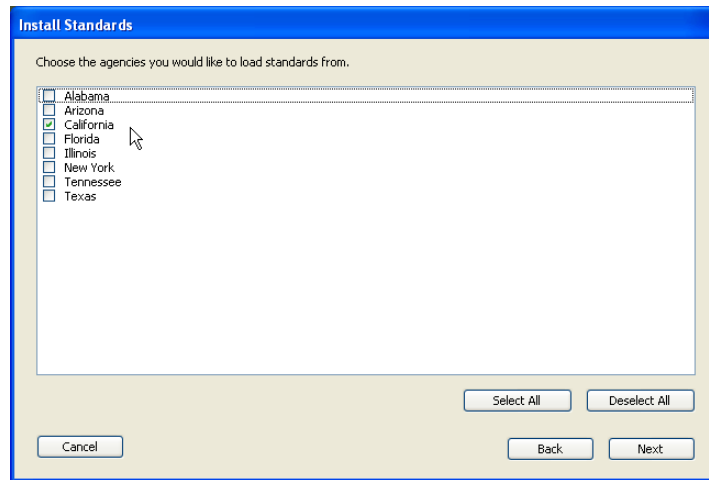


6. In the dialog box that appears, open the folder that contains the content with the standards you want to add. Then, click **OK** (Windows) or **Choose** (Macintosh).

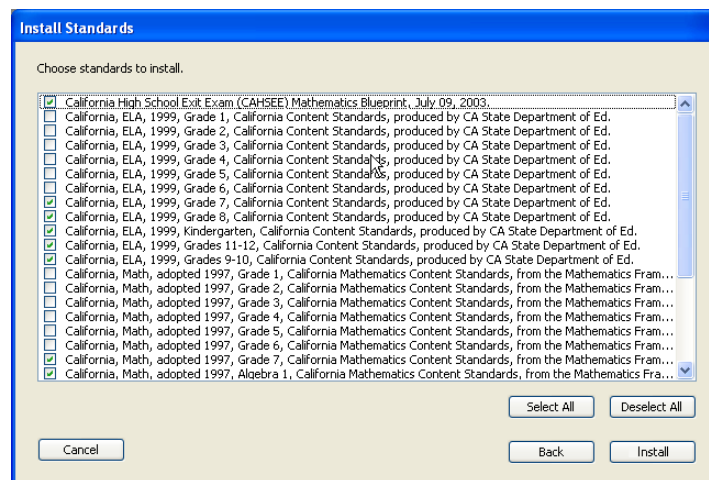


7. Click **Next**.

8. On the next panel, check the box next to each state or other agency for which you want to add standards. Then, click **Next**.



9. Check the box next to each standard that you want to add. (Be sure to scroll down to see all available standards.) Then, click **Install**.



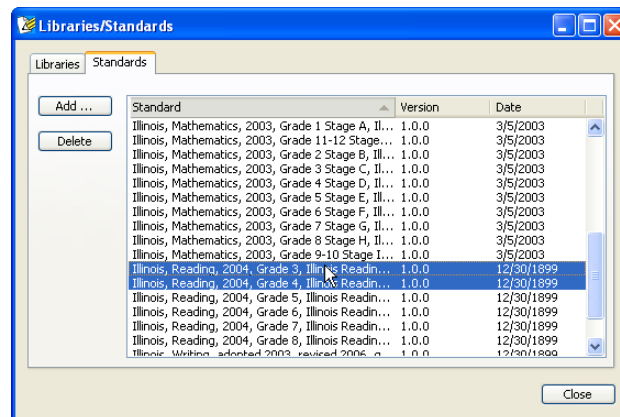
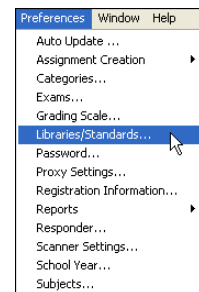
10. When the standards have been installed, you will return to the Standards tab in the Libraries/Standards dialog box. The standards that you added will be listed. Click **Close** to close the preference.

## Deleting Standards

Follow these steps if you want to delete some standards that you have added. This can be helpful if you find that you don't need some of the standards you have added; removing them can help you focus on the standards you do use.

**Important:** If you delete standards that you've selected when aligning assignment items to standards, those alignments will be lost. Make sure you know which standards you have used for alignments before deleting standards.

1. Click the **Preferences** menu and choose **Libraries/Standards**.
2. Click the **Standards** tab.
3. Select the standards you want to delete:
  - To choose one, click on it.
  - To choose more than one, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the standards.
  - To choose a group, click the first standard in the group, hold down the **Shift** key, and click the last one in the group to highlight the whole group.



4. Click **Delete**.
5. When the program asks if you're sure you want to delete the standards, click **Yes**.
6. Click **Close** to close the preference.

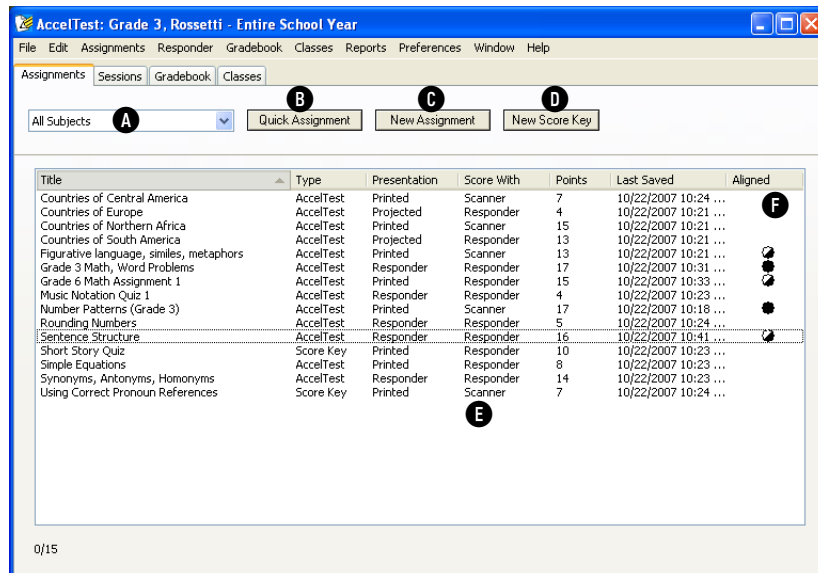
# SETTING UP ASSIGNMENTS

This section explains how to create, print, change, or delete assignments or score keys that you will use for your class.

## Viewing the List of Assignments

To view the list of assignments you've created so far, or to create new ones, start by clicking the **Assignments** tab.

When you create assignments, you choose the types of items (questions) to include, the number of items, and the point value for each item. If you want to use assignments that you already have outside of AccelTest, you can create a score key to score them quickly within the program.



- A** Click this drop-down list to choose which assignments you want to see. You can list assignments from all subjects or just specific subjects. Choosing one subject helps shorten the list you're viewing if you have many assignments.
- B** Click **Quick Assignment** to start creating a new assignment with only multiple-choice items.
- C** Click **New Assignment** to start creating a new assignment that will have many types of items.
- D** Click **New Score Key** to create a score key for an assignment that you already have outside AccelTest.

Although the assignment isn't in the program, the score key will let you score it using AccelTest.

- E** The list shows how you plan to present and score each assignment. It also shows you the total points students can earn on the assignment and the date when you last saved changes.
- F** The symbols in this column show whether items in the assignment have been aligned to standards. ● means all items on the assignment are aligned. ◐ means some items are aligned. No symbol means no items are aligned.

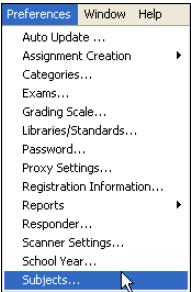
## Preferences That Affect Assignments

When you create assignments, you can choose from the categories and subjects listed below. If you would like to add other categories or subjects, you can use the Categories preference (see page 143) or the Subjects preference (see page 146) in the Preferences menu.

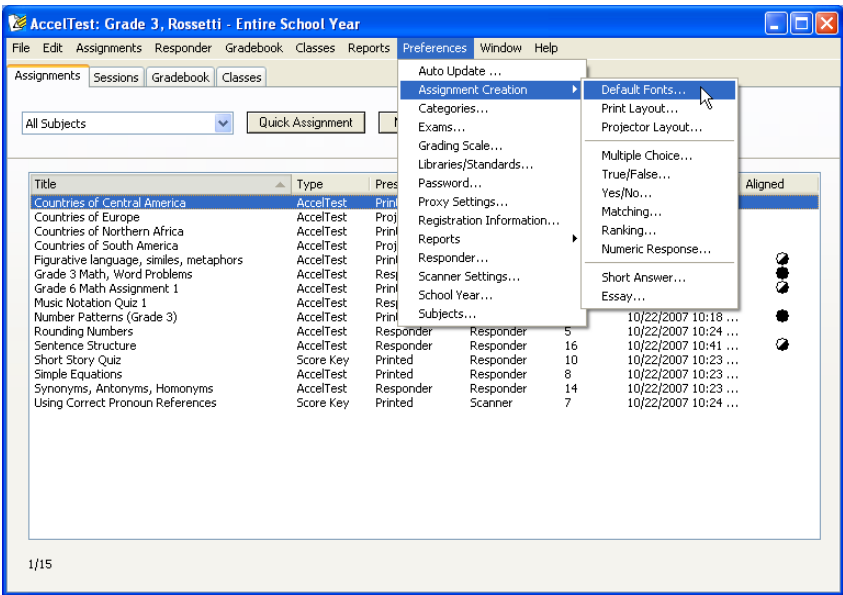
- Default Categories:

- Homework
  - In Class
  - Quiz
- Default Subjects:

- English
  - Geography
  - Grammar
  - History
  - Math
  - Reading
  - Science



The Assignment Creation preferences set the default (standard) font for your assignments, the layout, and the default values for each type of item that you might include on assignments. For example, for multiple-choice items, you can choose the number of points you'd normally give for each item, the number of choices you use most often, and the number of columns. For more on these preferences, see page 153.



## Item (Question) Types

When you create assignments in AccelTest, you can choose from the item types listed below. You choose the number of items to include from each type and the point values. The item types that are available for a specific assignment depend on how you've chosen to present the assignment to students and score the assignment.

### Assisted Response Item Types

- Multiple choice (MC)
- Matching (M)
- Ranking (R)
- True/False (TF)
- Yes/No (YN)

### Free-Response Item Types

- Essay (E)
- Short Answer (SA)
- Numeric Response (NR)

## Creating Assignments in AccelTest



### Score keys and points-only assignments.

*On the Assignments tab, you can also create score keys for scoring assignments that exist outside AccelTest; see page 55. In the Gradebook, you can create points-only assignments; see page 85.*

In AccelTest, you can create assignments with different types of items. For example, an assignment may include both multiple-choice items and true/false items, and it may include both assisted-response and free-response item types. When you create your assignment, you specify the item types, decide how many items to add, and enter the number of points students can earn for each item.

There are two ways to create assignments:

- New Assignment lets you create an assignment and specify the item types after you've begun. It also lets you choose items from the AccelTest libraries or from assignments you've already created.
- Quick Assignment lets you specify the number of multiple-choice items as you create an assignment, which can help you create the items more quickly.

In both cases, the available item types depend on the method you choose for presenting the items. If you choose to present items with a Projector or the Responder, the available item types are limited to multiple-choice, true/false, yes/no, or numeric response.

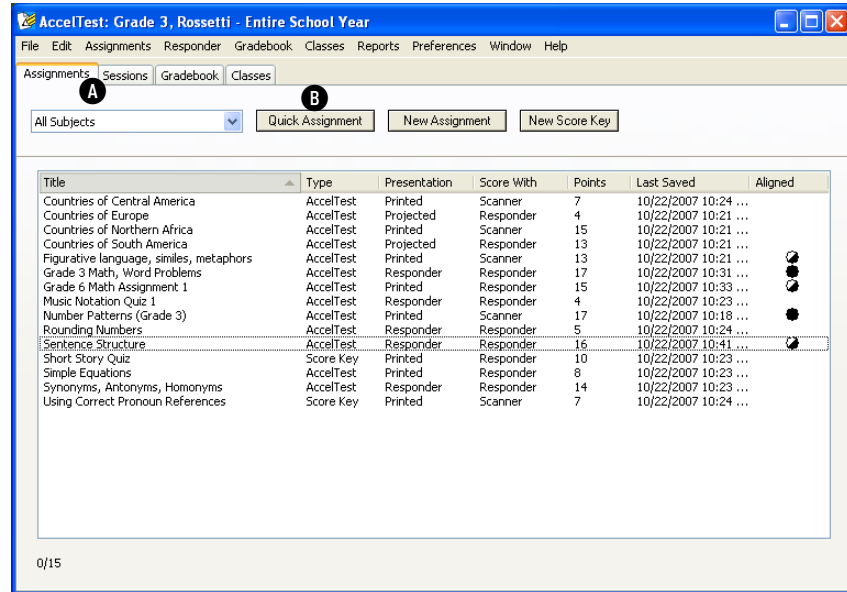
**If you are planning to align items on your assignments to standards,** it's helpful to add the standards first so you can align items to standards as you create assignments. See page 33.



## Creating an Assignment Using Quick Assignment

When you create a Quick Assignment, you enter the title, subject, total points, the number of items, and then the multiple-choice items that you're including. Follow these steps:

1. In AccelTest, click the **Assignments** tab **A**.
2. Click **Quick Assignment** **B**.



3. Enter information about the assignment. Then, click **OK**.

- Enter the title **C**.
- Choose the subject from the **Subject** drop-down list **D**.
- Click the option that shows how students will see the questions **E**: on the Responder, projected on a screen, or on a printed copy.
- Click the option that shows how the assignment will be scored **F**: through the Responder, with an AccelScan scanner, or manually by entering points earned in the software.
- Enter the total number of points students can earn on the assignment **G**.
- Enter the number of multiple-choice problems **H**.

Fill in the details for your assignment.

Title:  **C**

Subject:  **D**

This assignment will be:

☐ Items on Responder **E**

☐ Projected

☒ Printed

Score your assignment with:

☒ Responder **F**

☐ Scanner

☐ Manual

You want an assignment with:

Total Points:  **G**

Multiple Choice Items:  **H**

Your assignment will have:

Number of Items: 0

Points Per Items: 0

Total Points: 0



**Scoring options:**  
Responder is the only scoring option available if students will view the items on a Responder or if items will be projected on a screen. When students enter their answers using Responders, their assignments are scored automatically by the software.

- A Wizard will appear to help you create the questions in the assignment. Enter the information for each question or item; then, click **Next**. When you finish the last item, click **OK**.



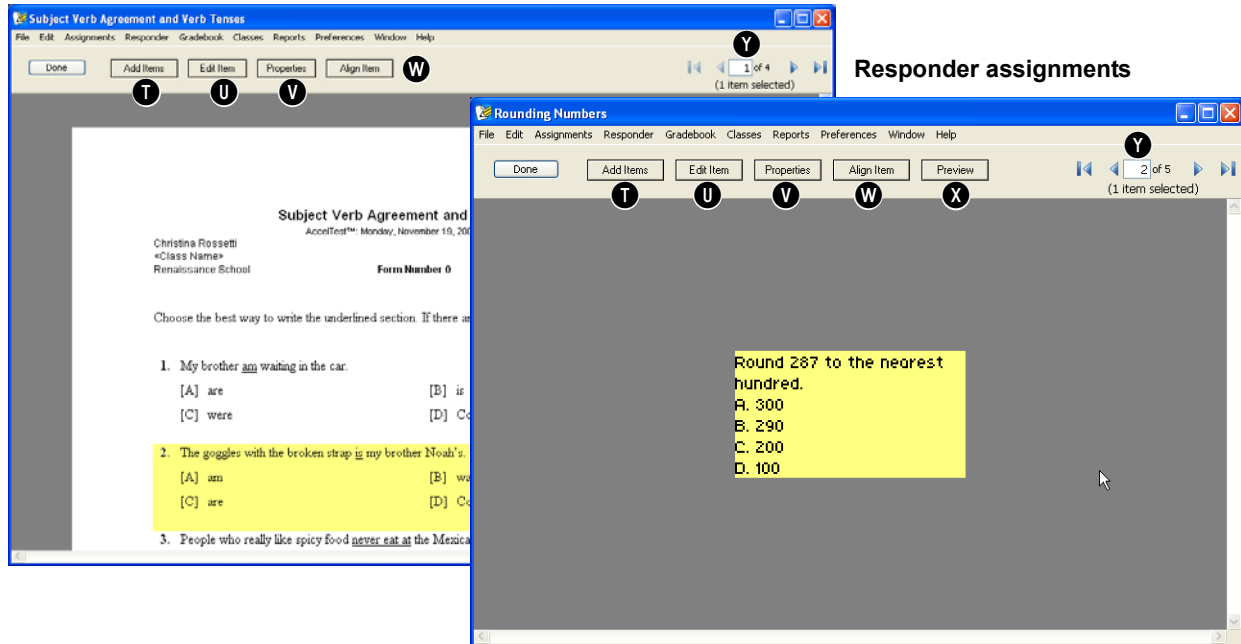
### **Responder assignments don't have all options available.**

If students will view questions on the Responder, you cannot change the number of columns or the font, and you cannot add a graphic, equation, or plot. Be sure to limit questions for Responder assignments to 150 characters if possible so students don't need to scroll to read the question.

- I** Choose the number of answer choices you want to give the student.
- J** Choose the number of columns for answer choices.
- K** Choose which answer choices to shuffle (or rearrange) for students. (The default is "All.")
- L** Enter the question here.
- M** Enter the correct answer and each incorrect answer.
- N** Enter the letter of the correct answer.
- O** Enter the number of points students can earn by choosing the correct answer.
- P** If you want to change the format of the text, use the drop-down lists to choose the font and/or size, and use the buttons to make the text bold, italics, or underlined.
- Q** Use the buttons on the right if you want to add a graphic, equation, or plot to the assignment. For more information, see page 50.
- R** Click **Next >** to go to the next question, or click **< Previous** to go back. In some cases, **< Previous** will take you back to the assignment instructions.
- S** Click **OK** after entering the last question.

- After you enter the questions, the assignment will open in the assignment editor. How the assignment looks in the editor depends on whether students will view the assignment on the Responder. If necessary, use the buttons to change or preview the assignment as described below. When you're ready to finish the assignment, click **Done**.

## Printed or projected assignments



You can also move items. Click an item that you want to move, click the **Assignments** menu, and choose **Move Up** or **Move Down**. You can only move one item at a time; the menu options aren't available if you choose more than one item.

- T** Click **Add Items** if you need to add more questions/items to the assignment. Then, enter the information for the new item(s). In the dialog box that appears, enter the number of each item type that you want to add and the points for each item. Then, click **OK**. (You can also click the **Assignments** menu, click **Add Item**, and click the type of item.) To enter the text for each item, click it and click **Edit Item**.
- U** To change an item, click it first to highlight it as shown; then, click **Edit Item**.
- V** To change the assignment's title, subject, fonts, page layout, or options, click **Properties**. The layout includes the page margins and where answer spaces (if any) will be located. The options determine whether the point values are shown on the assignment.

For assignments that will be viewed on the Responder, you can only change the title and subject.

- W** Click **Align Item** to associate a standard with a specific item. See page 61.
- X** For assignments that will be viewed on the Responder, click **Preview** to see how the questions will look on the Responder. In the preview window, use the arrow buttons to go to the next and previous questions. When you've finished, click **OK**.
- Y** Use the and buttons to go to the next or previous page or question. Use the and buttons to go to the first or last page or question. To go to a specific page or question, enter the page or question number and press the **Enter** or **return** key on your keyboard.



**After you create an assignment, you can print it (see page 77)**

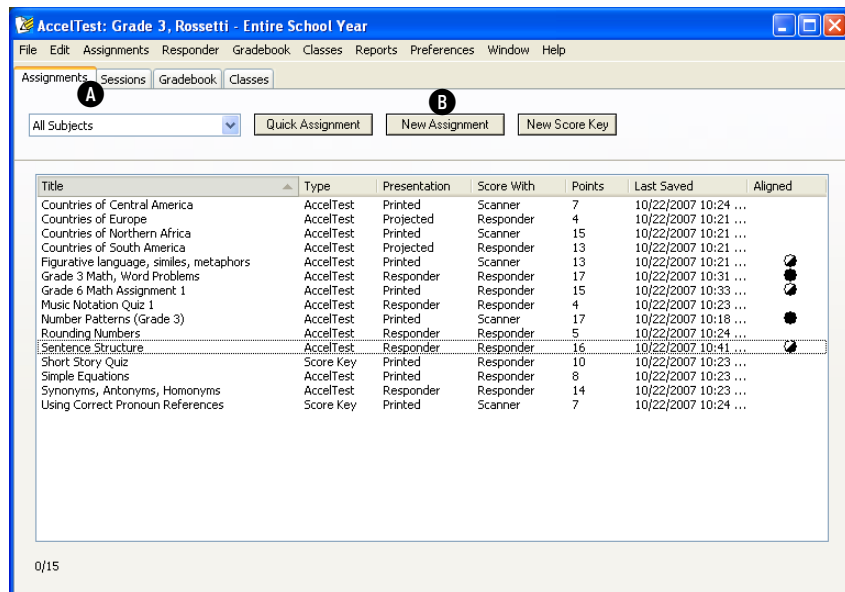
*to check it carefully before assigning it to students. To add the assignment to a Gradebook so it is assigned to your class, see page 82.*

6. Click **Save** when the program asks if you want to save the assignment. The assignment will be added to your list on the Assignments tab.

## Creating an Assignment Using New Assignment

When you are creating a new assignment, click **New Assignment** if you want to use a variety of item types, items from the sample AccelTest libraries, or items from assignments you've already created. Follow these steps to create a new assignment in this way.

1. In AccelTest, click the **Assignments** tab **A**.
2. Click **New Assignment** **B**.





**Scoring options:**

Responder is the only scoring option available if students will view the items on a Responder or if items will be projected on a screen. When students enter their answers using Responders, their assignments are scored automatically by the software.



**You can only use one tab in this window.**

When you click **OK**, AccelTest will only apply your selections from the tab you have selected. Any selections you've made on other tabs will not be used.

- Enter information about the assignment. Then, click **OK**.

- Enter the title **C**.
- Choose the subject from the **Subject** drop-down list **D**.
- Click the option that shows how students will see the questions **E**: on the Responder, projected on a screen, or on a printed copy.
- Click the option that shows how the assignment will be scored **F**: through the Responder, with an AccelScan scanner, or manually by entering points earned in the software.

- In the Add Items dialog box, click one of the tabs at the top **G** to decide whether to specify the number of items and point values (Template), use sample items that are in the AccelTest libraries (Library), or use items from an assignment you've already created (Assignment):

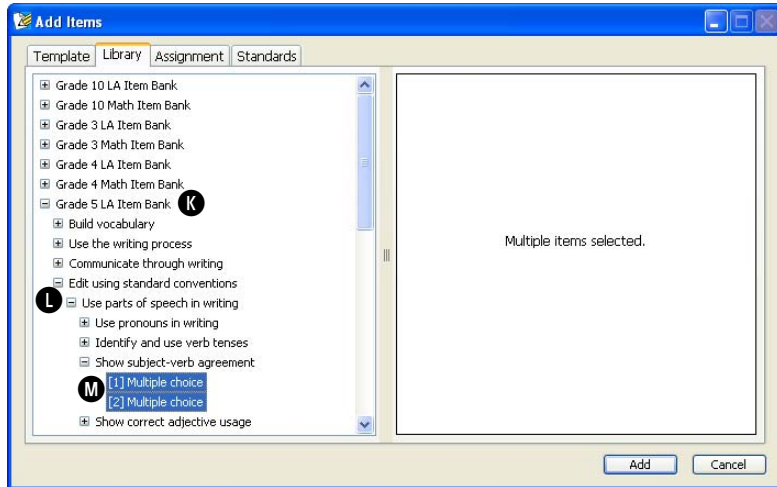
Item Types	Number of Items (H)	Points Per Item (I)	Total
Multiple Choice:		1	0
True/False:		1	0
Yes/No:		1	0
Matching:		1	0
Ranking:		1	0
Numeric Response:		1	0
Short Answer:		1	0
Essay:		5	0
Assignment Total:	0		0

- Template:** If you choose this tab, enter the number of items of each type that you want to include on the assignment **H**, and enter the points per item for each item type **I**. If you want to add instructions before the items, check the box **J**. (**Note:** If students will use the Responder for the assignment, the matching, ranking, short answer, and essay item types won't be available, and you can't choose to add instructions.) To finish, click **Add**.

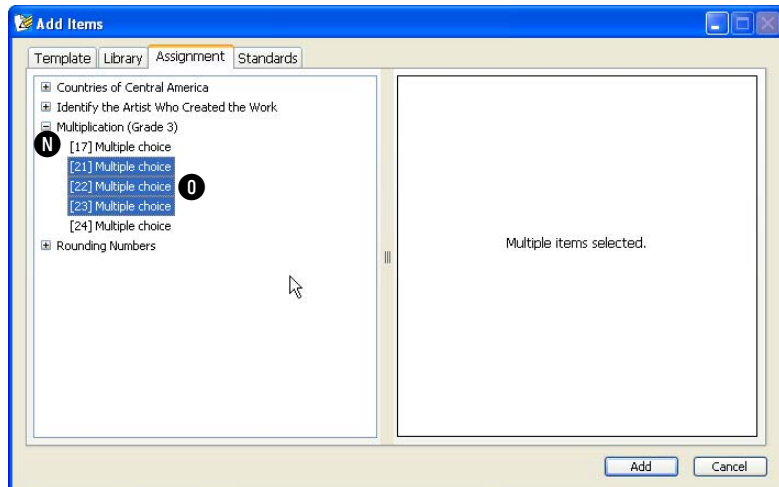
- **Library:** If you choose this tab, click + next to the library **K**. Then, open the subject and category **L** and select the item(s) that you want to put on this assignment **M**. After choosing the items, click **Add** and go to step 6 on page 49.



**You can choose more than one item from a library or another assignment.** To do this, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the items. To select a group of items, click the first one, hold down the **Shift** key, and click the last one. If you select just one item, you'll see the item to the right of the list. If you select more than one, you will not see the items. You can click and drag the border between the two panes in this window to change the size of each.



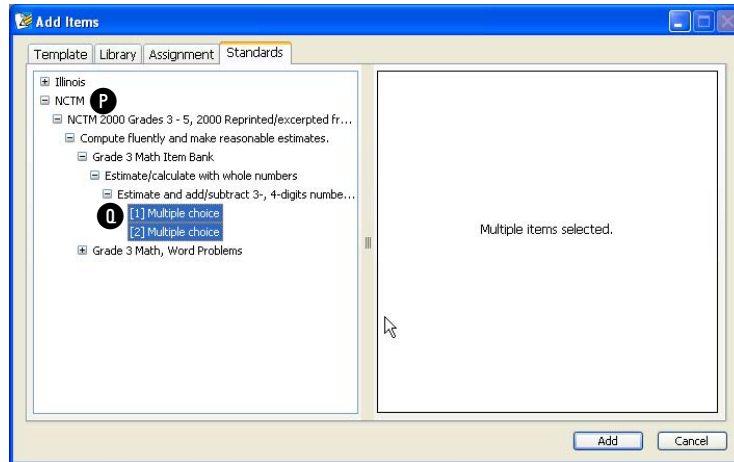
- **Assignments:** If you choose this tab, click + next to the assignment that has the items you want to use **N**. Then, select the items in the list **O**. After choosing the items, click **Add** and go to step 6 on page 49.





**To add standards to your database,** see page 33. You can align each item on an assignment to standards by clicking the item and clicking **Align Item**; see page 61.

- **Standards:** On this tab, you can select items that have already been aligned to standards in other AccelTest assignments. If you choose this tab, click the **+** next to the standards agency that relates to the assignment **P**. Expand categories as needed until you see the standard for which you want to add items. Then, select the items associated with that standard in the list **Q**. After choosing the items, click **Add** and go to step 6 on page 49.



5. If you entered the number of items and point values on the Templates tab, a Wizard will appear to help you create the questions in the assignment. Enter the information for each question or item; then, click **Next**. (If you chose to add instructions, you'll also be asked to enter or edit those instructions.) When you finish the last item, click **OK**.



**Responder assignments don't have all options available.**

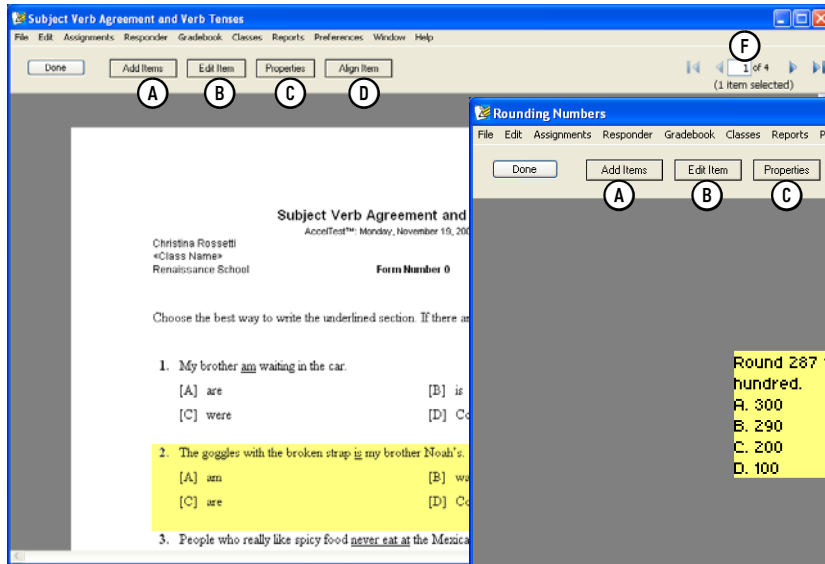
*If students will view questions on the Responder, you cannot change the number of columns or the font, and you cannot add a graphic, equation, or plot. Be sure to limit the questions for Responder assignments to 150 characters if possible so students don't need to scroll to read the question.*

- R** The options depend on the item type. For multiple-choice items, you can choose the number of answer choices you want to give the student, the number of columns for answer choices, and which answer choices to shuffle (or rearrange) for students. (The default shuffle option is "All.")
- S** If you chose to add instructions before items, you can edit the instructions here.
- T** Enter the question here.
- U** Enter the correct answer. For multiple-choice questions, you must also enter the incorrect answer choices. For matching and ranking items, you must enter all choices.
- V** Enter the number of points students can earn by choosing the correct answer.
- W** If you want to change the format of the text, use the drop-down lists to choose the font and/or size, and use the buttons to make the text bold, italics, or underlined.
- X** Use the buttons on the right if you want to add a graphic, equation, or plot to the assignment. For more information, see page 50.
- Y** Click **Next >** to go to the next question, or click **< Previous** to go back. In some cases, **< Previous** will take you back to the assignment instructions.
- Z** Click **OK** after entering the last question.

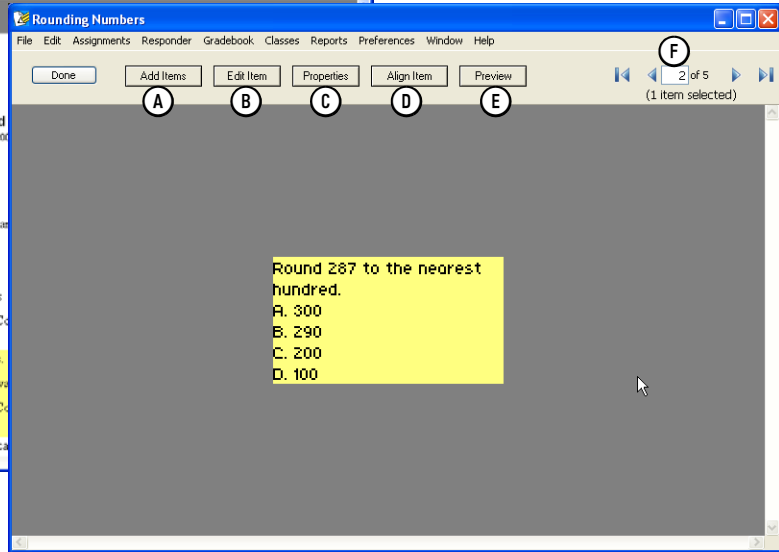


6. After you enter the questions, the assignment will open in the assignment editor. How the assignment looks in the editor depends on whether students will view the assignment on the Responder. If necessary, use the buttons to change or preview the assignment as described below. When you're ready to finish the assignment, click **Done**.

### Printed or projected assignments







### Responder assignments



You can also move items. Click an item that you want to move, click the **Assignments** menu, and choose **Move Up** or **Move Down**. You can only move one item at a time; the menu options aren't available if you choose more than one item.

- (A) Click **Add Items** if you need to add more questions/items to the assignment. Then, enter the information for the new item(s). In the dialog box that appears, enter the number of each item type that you want to add and the points for each item. Then, click **OK**. (You can also click the **Assignments** menu, click **Add Item**, and click the type of item.) To enter the text for each item, click it and click **Edit Item**.
- (B) To change an item, click it first to highlight it as shown; then, click **Edit Item**.
- (C) To change the assignment's title, subject, fonts, page layout, or options, click **Properties**. The layout includes the page margins and where answer spaces (if any) will be located. The options determine whether the point values are shown on the assignment.

For assignments that will be viewed on the Responder, you can only change the title and subject.

- (D) Click **Align Item** to associate a standard with a specific item. See page 61.
- (E) For assignments that will be viewed on the Responder, click **Preview** to see how the questions will look on the Responder. In the preview window, use the arrow buttons to go to the next and previous questions. When you've finished, click **OK**.
- (F) Use the  and  buttons to go to the next or previous page or question. Use the  and  buttons to go to the first or last page or question. To go to a specific page or question, enter the page or question number and press the **Enter** or **return** key on your keyboard.



After you create an assignment, you can print it (see page 77) to check it carefully before assigning it to students. To add the assignment to a Gradebook so it is assigned to your class, see page 82.

- Click **Save** when the program asks if you want to save the assignment. The assignment will be added to your list on the Assignments tab.

## Adding Graphics, Equations, and Plots to Assignments

As you add questions for a new assignment or edit them for an assignment you've already created, you can add a graphic, equation, or plot; the following sections explain how. (**You cannot add graphics, equations, or plots to Responder assignments.**)

### Adding Graphics to Assignments

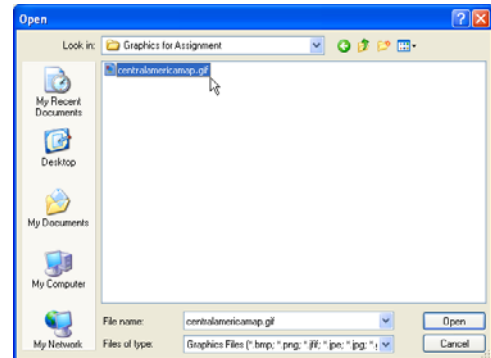
- As you edit the question, position your cursor where you want to place the graphic. Then, click **Graphic** **A**.



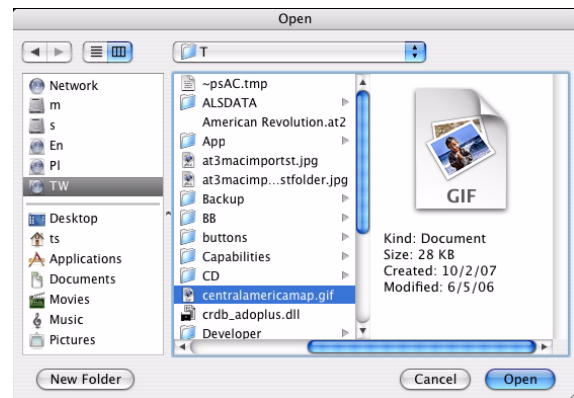
*To limit the size of your assignment files, choose graphics with a small file size.*

2. Find and open the graphic:

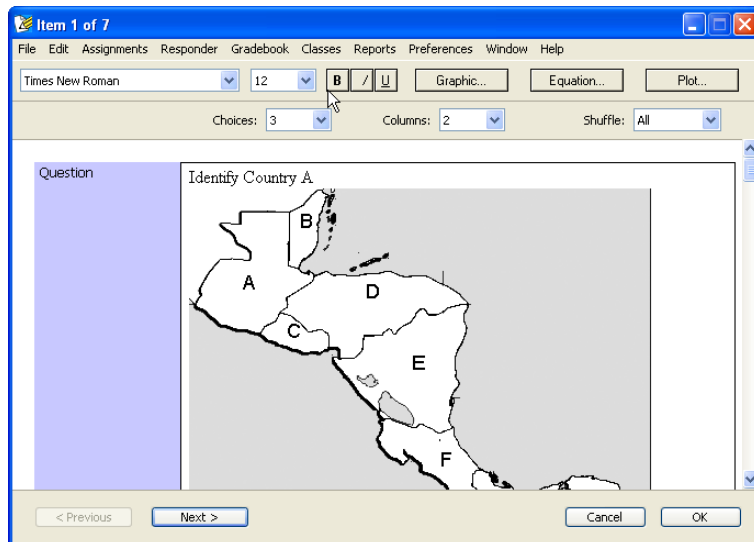
**Windows computers:** Use the drop-down list to choose the drive where you can find the file. Open folders as needed to find the file; then, click the file name and click **Open**.



**Macintosh computers:** Scroll to the left and click the drive where you can find the file. Open folders as needed to find the file; then, click the file name and click **Open**.



3. The graphic will now appear in your question. If you decide to delete the graphic at any time, simply click the graphic and press the **Delete** key on your keyboard.



## Adding Equations to Assignments

1. As you edit the question, position your cursor where you want to place the equation. Then, click **Equation**.

The screenshot shows the 'Item 1 of 5' dialog box. The 'Question' field contains the text 'Solve the following equation:'. Below it, the 'Choices' field has five empty input boxes labeled A through E. The 'Answer' field is set to 'A' and the 'Points' field is set to '1'. The 'Equation...' button is visible in the top toolbar.

2. In the equation editor, type text and use the buttons to select the components of the equation that you would like to use. For more detailed information, refer to the help in the equation editor's Help menu.

The screenshot shows the 'Equation Editor - Embedded Object #3' window. The equation editor shows the equation  $\frac{12x}{4} = 6$ . The toolbar contains various mathematical symbols and operators.

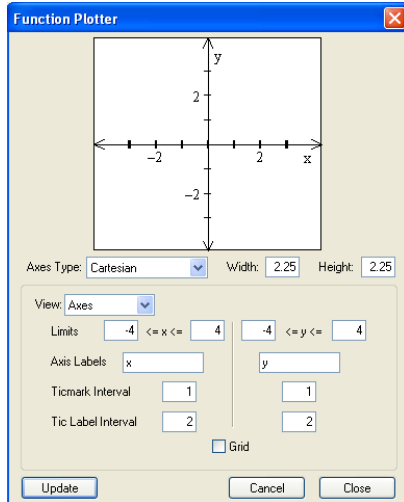
3. When you exit the equation editor, the equation will be inserted. If you decide to delete the equation at any time, simply click the equation and press the **Delete** key on your keyboard.

## Adding Plots to Assignments

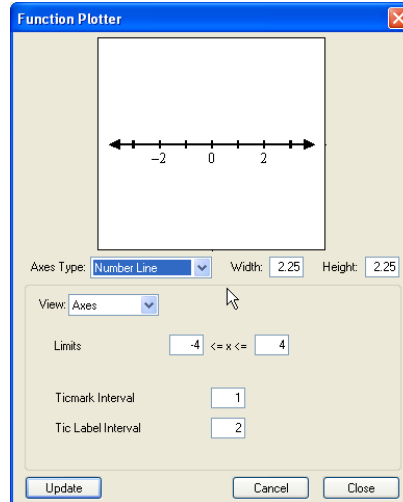
1. As you edit the question, position your cursor where you want to place the plot. Then, click **Plot**.

- The function plotter will appear. Start by choosing the axes type. This will determine what other options will be available.

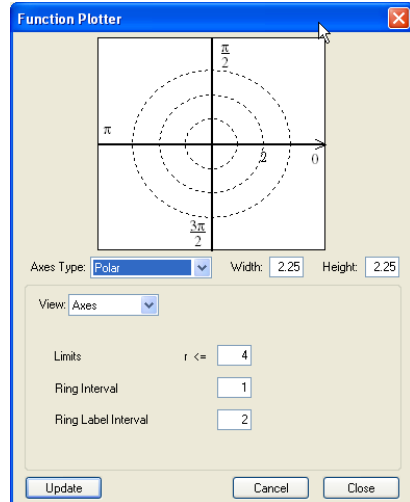
#### Cartesian Plot



#### Number Line Plot



#### Polar Plot



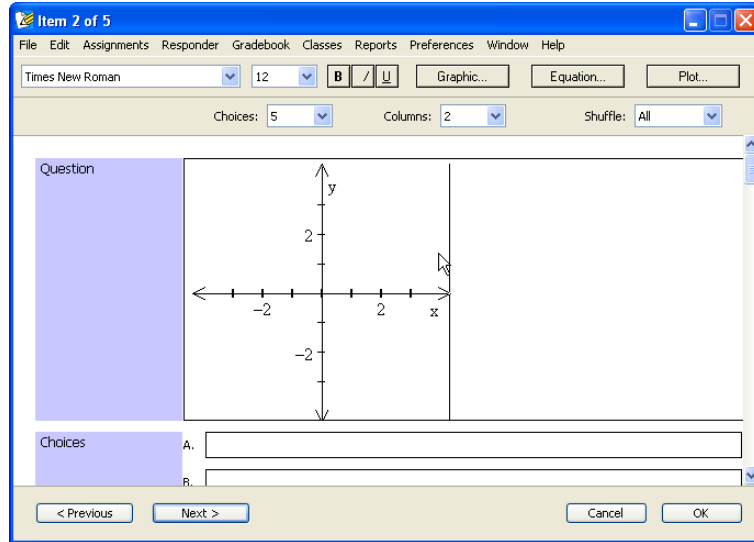
**Cartesian Plots:** These plots have X and Y axes. When you add these plots, you can choose whether to view the axes or up to 3 plots. If you choose one of the plots, you can then choose what to show, such as a line, segment, point, sine, etc. The remaining options depend on what you choose.

**Number Line Plots:** These plots show positions on a standard number line. When you add a number line, you can choose whether to view the axes, a point, or a segment. For the axes, you can enter the limits—that is, the range of numbers shown on the line. You can also choose the value of each tick mark on the line and the intervals for labeling tick marks (for example, 2 would mean every second tick mark would be labeled). For a point, you can enter the value of the point on the number line, the size (diameter) of the point, and whether to make it black, white, or transparent. For a segment, you can enter the value of each end of the segment, the symbol you'd like to use on each end, the weight (thickness) of the line, and the type of line.

**Polar Plots:** When you add a polar plot, you can choose whether to view the axes or one of three plots. If you choose one of the plots, you can then choose what to show: a point, text, circle, or cardioid. For the axes, you can enter the limits in terms of the radius, the ring interval (that is, how far apart the rings are), and the ring interval label. (For example, 2 would mean every second ring is labeled.) For a point, you can choose the location, size (diameter), and color. For text, you can choose the location, enter the text, and choose the justification (left, center, or right). For a circle, you can choose the radius, line weight, range/location, line style, and units (radians, degrees, or revolutions).

- Click **Update** after changing your plot settings.

4. Click **Close** to go back to your assignment item, where the plot will be inserted. If you decide to delete the plot at any time, simply click the plot and press the **Delete** key on your keyboard.



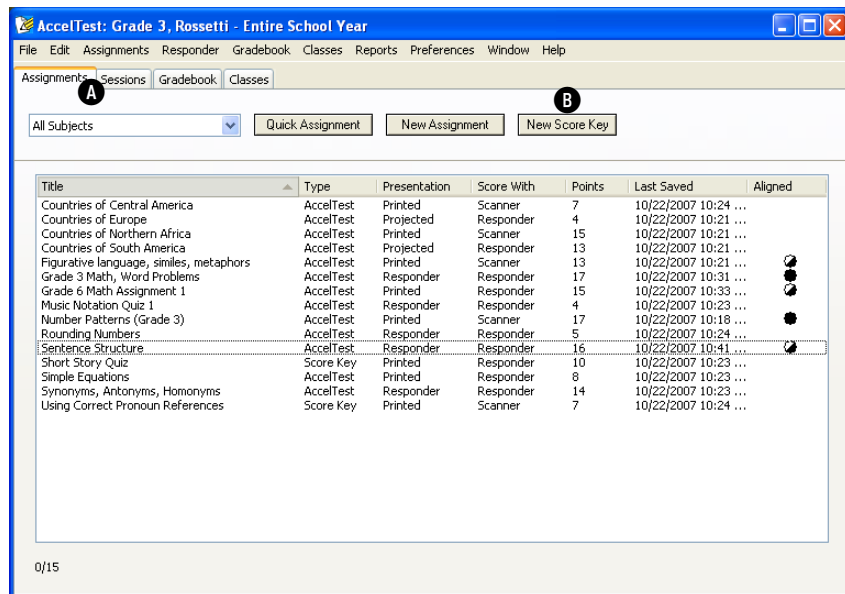
## Creating a New Score Key for Existing Assignment

If you are using assignments that were created outside of AccelTest, you can still use AccelTest to score them. To do this, create a score key for the assignments. The assignments themselves will not be in AccelTest, but the score key will provide the correct answers to the software.

The steps for creating a score key depend on how you will score the assignment. If you will have students enter their answers on Responders, follow the steps on page 56. If you want students to mark their answers on a scan card and then scan each card to score the assignment, see page 58.

## Creating a New Score Key for Assignments That Will Be Done on Responders

1. In AccelTest, click the **Assignments** tab **A**.
2. Click **New Score Key** **B**.



3. Enter the title of the assignment **C** and choose the subject from the drop-down list **D**.
4. AccelTest assumes that the assignment is printed. Now, click **Responder**. You cannot choose manual scoring. Enter the number of items of each type you want to include **F** and the number of points students can earn for each of these items **G**. You can choose multiple-choice, true/false, yes/no, numeric response, and/or free-response. When you've finished, click **OK**.

The 'New Score Key Assignment' dialog box is shown. It has a title bar and a main area with the following fields and options:

- Title:** A text field containing 'Sentence Structure' (C).
- Subject:** A dropdown menu set to 'English' (D).
- This assignment will be:** Three radio buttons: 'Projected', 'Items on Responder', and 'Printed' (selected).
- Score your assignment with:** Three radio buttons: 'Responder' (selected, E), 'Scanner', and 'Manual'.
- Item Types:** A table with columns for Item Types, Number of Items (F), Points Per Item (G), and Total.
 

Item Types	Number of Items (F)	Points Per Item (G)	Total
Multiple Choice:	1	1	0
True/False:	1	1	0
Yes/No:	1	1	0
Numeric Response:	1	1	0
Free Response:		1	0
Assignment Total:	0		0
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

5. Next, AccelTest will show you a sample scan card on which you can choose the answers. Click the correct answer for multiple-choice, true/false, and yes/no questions. For numeric-response questions **H**, click where the answer should appear and type the answer in the blank; then, press **Enter**. To change a question's point value, click the point value **I** and change the number that is in the text box that appears. You cannot choose an answer for free-response questions.



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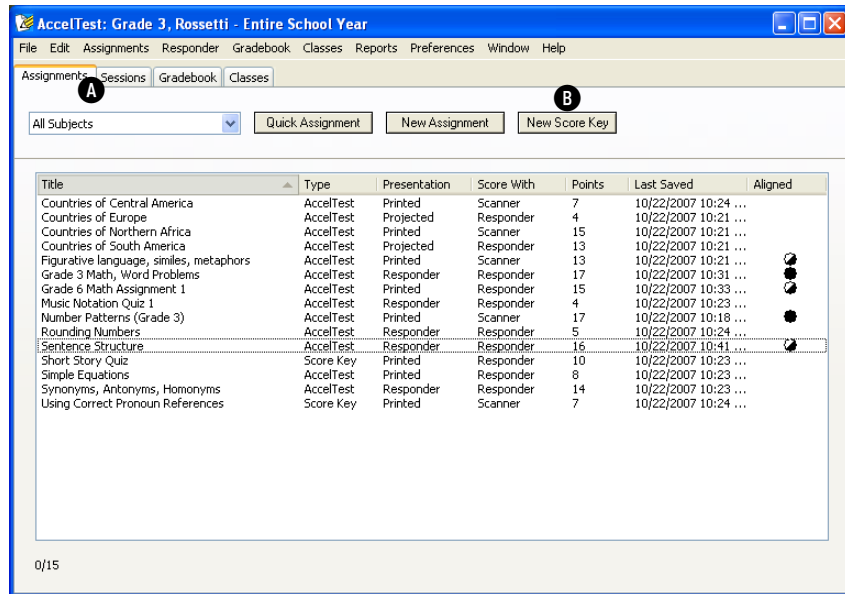
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## Creating a New Score Key for Assignments That Will Be Scored with Scanners

1. In AccelTest, click the **Assignments** tab **A**.
2. Click **New Score Key** **B**.



3. Enter the title of the assignment **C** and choose the subject from the drop-down list **D**.
4. AccelTest assumes that the assignment is printed. Now, click **Scanner** **E**. You cannot choose manual scoring. Note that the options at the bottom of this dialog box change when you choose the Scanner scoring method.



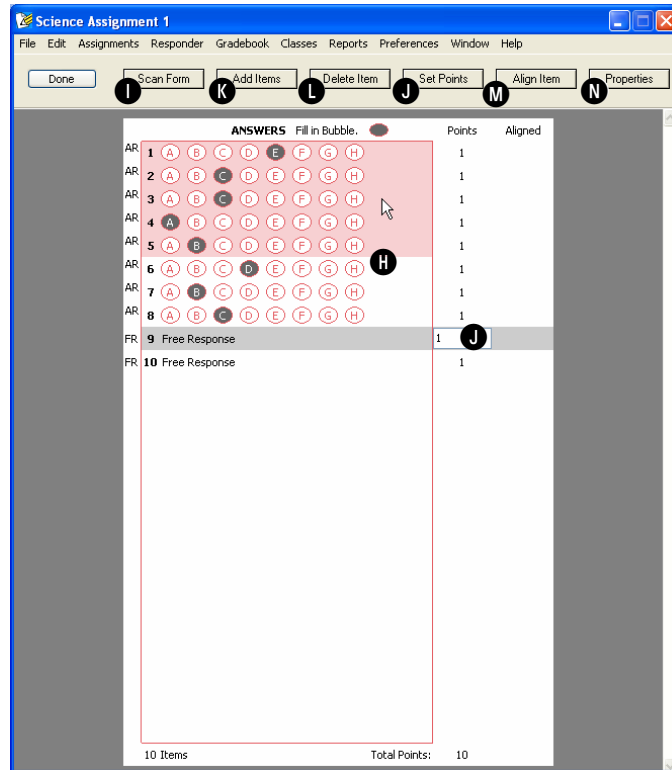
**AccelTest assumes the assisted-response items are multiple-choice when you choose scanner scoring.**

5. Enter the number of assisted-response and free-response items you want to include **F** and the number of points students can earn for each of these items **G**. When you've finished, click **OK**.

Next, AccelTest will show you a sample scan card on which you can choose the answers. You can either select the answers or scan a card that has the correct answers to the assignment. If you plan to scan a card, see the next page for more detailed instructions.

## SETTING UP ASSIGNMENTS

### Creating a New Score Key for Existing Assignment



- H** Click the correct answer to each assisted-response item. Correct answers will be darker; to remove one so you can select another answer, click it again. You can't enter answers for free-response items.
- I** Click **Scan Form** to scan a card that has the correct answers.
- J** To change a point value, click it to get a text box, or click the item and click **Set Points**.
- K** To add more items or questions to the score key, click **Add Items**. Choose the type of items you want to add, the number, and the points for each item; then, click **OK** to return to the score key.
- L** To delete an item from the score key, click the item to highlight it; then, click **Delete Item**. You can select more than one item at once by holding down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the items. You can select a group of items by clicking the first one in the group, holding down the **Shift** key, and clicking the last one in the group.
- M** To choose or change the standard aligned with an item, click the item and click **Align Item**. See page 61.
- N** To change the assignment title or subject, click **Properties**, enter your changes, and click **OK**.

## Scanning a Card with the Correct Answers



**You can only mark answers to assisted-response items.**

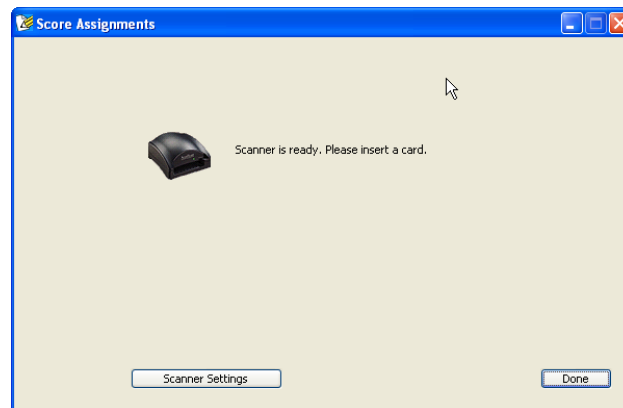
Teachers must score free-response items manually in the Gradebook; see page 94.

6. If you want to enter the answers on a scan card and then scan it to select them in the score key, first fill in the answers on a card like the one below. Be sure to fill in the assignment title for your records. When the card is ready, click **Scan Form** in the score key window in AccelTest.



**Scanner settings:** If the Scan Answer Key window shows you that the scanner hasn't been found, click **Scanner Settings** and make sure you've selected the correct port (the one that the AccelScan scanner is connected to on this computer).

7. When this window appears, insert the card in your AccelScan scanner.



**For AccelScan model 2110 or higher (shown):**

Insert the card face up, with the AccelTest name going into the scanner first as shown to the right.

**For AccelScan model 1100 USB:** Insert the card **face down**, with the AccelTest name going into the scanner first.

**For AccelScan model 1100 Serial:** Insert the card face up, with the AccelTest name going into the scanner first.

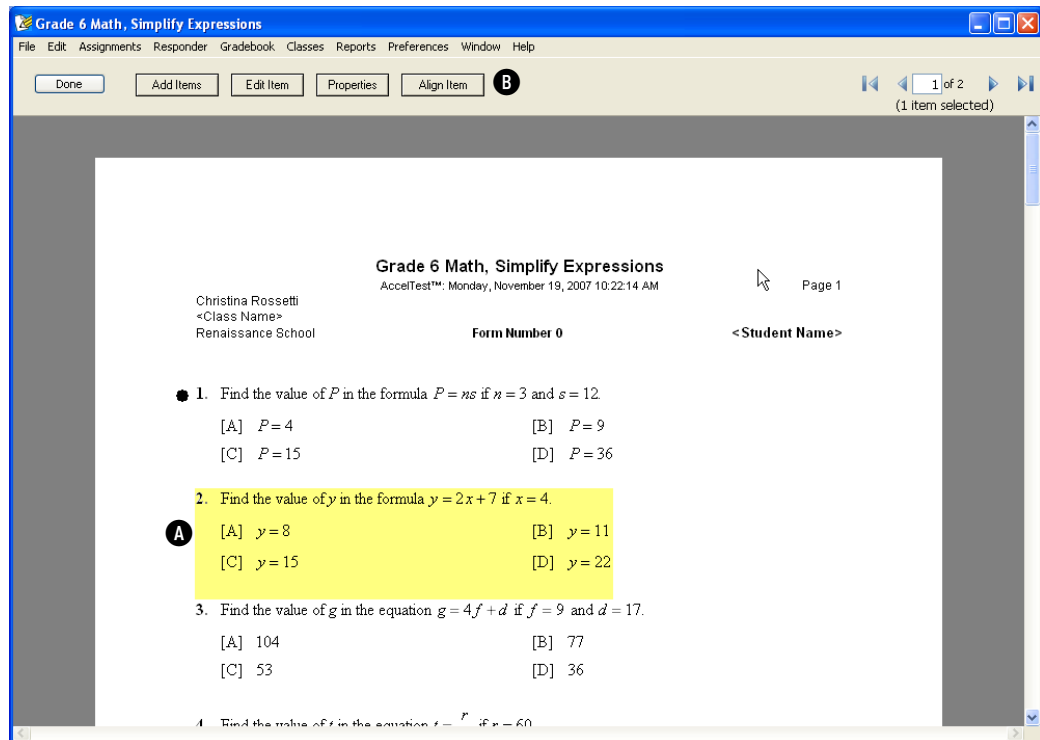


8. When you've finished, the message will close, and you'll return to the score key. If necessary, change the points, add items, delete items, or change the assignment properties as described above. Then, click **Done**.
9. Click **Save** to save your score key.

## Aligning Items to Standards on an Assignment or Score Key

By following the steps below, you can align items on your assignments to any standards you have added. (To add standards to your database, see page 33.) Once you've done this, you can use the Assignment Standards Report to see the alignments you've set up, and when students have completed the assignment, you can use the Class Standards and Student Standards reports to see how students performed on the aligned standards. (For more about reports, see page 136.)

1. If the assignment is already open, go to step 2. If not, click the **Assignments** tab and double-click the assignment for which you want to set alignments.
2. Click the item that you want to align to highlight that item **A**. (You can only align one item at a time.)



3. Click **Align Item** **B**. (This button is not available if you select more than one item.)
4. In the list at the top of the window, click the **+** **C** next to the standards group you're interested in to see the standards in that group. Continue to expand the standards or categories until you see one standard that you want to align this item to. Then, click that standard **D** and click **Add** **E**. The standard will appear in the list at the bottom of the window **F**. Repeat this step for each standard you want to add.

## SETTING UP ASSIGNMENTS

Aligning Items to Standards on an Assignment or Score Key



*If you change your mind and want to remove a standard you've chosen to align the item to, simply click the standard in the bottom list to highlight it and click **Remove**.*

**Standards Alignment**

Available Standards:

- WI C. GEOMETRY
- WI D. MEASUREMENT
- WI E. STATISTICS AND PROBABILITY
- C** WI F. ALGEBRAIC RELATIONSHIPS
  - WI F.a. PATTERNS, RELATIONS AND FUNCTIONS
  - WI F.b. EXPRESSIONS, EQUATIONS AND INEQUALITIES
    - WI F.b.1 Demonstrate basic understanding of equality and inequality using symbols ( $<$ ,  $>$ ,  $=$ ) with multi-step, mixed ...
    - D** WI F.b.2 Solve one-step equations with "box" variable and whole number coefficients in problems with and without c...
    - WI F.b.3 Solve two-step multi-operation equations with "box" or letter variable and whole number coefficients with a...
    - WI F.b.4 Represent problem situations with one or two-step equations or expressions. Solve simple two-step, two o...

Add **E**

Standards this item is aligned to:

**F** WI F.b.2 Solve one-step equations with "box" variable and whole number coefficients in problems with and without context using who...

Remove OK Cancel

- When you've finished choosing standards, click **OK**. When you return to the assignment, the symbol will appear next to the item **G**.

**Grade 6 Math, Simplify Expressions**

Christina Rossetti  
<Class Name>  
Renaissance School

Form Number 0

Page 1

AccelTest™: Monday, November 19, 2007 10:22:14 AM

1. Find the value of  $P$  in the formula  $P = ns$  if  $n = 3$  and  $s = 12$ .

[A]  $P = 4$  [B]  $P = 9$   
[C]  $P = 15$  [D]  $P = 36$

**G** 2. Find the value of  $y$  in the formula  $y = 2x + 7$  if  $x = 4$ .

[A]  $y = 8$  [B]  $y = 11$   
[C]  $y = 15$  [D]  $y = 22$

3. Find the value of  $g$  in the equation  $g = 4f + d$  if  $f = 9$  and  $d = 17$ .

[A] 104 [B] 77  
[C] 53 [D] 36

4. Find the value of  $t$  in the equation  $t = \frac{r}{36}$  if  $r = 60$ .

## Importing Assignments

AccelTest can import two types of assignments:

- Assignments that another user exported from AccelTest. Since everyone who logs into the computer has a unique database, this is a way to share assignments with teachers who have a different database. **Note:** If the assignment that you are importing has items aligned to standards, those alignments will be imported with the assignment; if you haven't already added those standards to the database, the program will ask if you want to import them with the assignment.
- Assignments exported from ExamView version 5.0–5.1 software; assignments must be exported in “ExamView XML” format. When you import assignments from ExamView, keep in mind the following information:



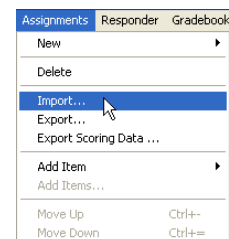
**Although only ExamView versions 5.0–5.1 are**

**supported**, the AccelTest software will allow you to attempt to import files from newer versions of ExamView.

Supported Question Types	Scoring Methods Used	Limitations
Multiple Choice	Responder is the default scoring method for 1–5 distractors.	Matching questions can have a maximum of 8 distractors. The import fails if the number of distractors is greater than 8.
Multiple Response		
BiModal	Scanner (AccelScan) scoring with scan cards is always used for 5–8 distractors.	Matching questions cannot have an image as the question.
Numeric Response		
True/False		Any errors in any question cause the import to fail.
Yes/No		
Case		Assignments that include graphics can't be imported.
Completion		
Essay		
Problem		
Short Answer		
Other		
Modified True/False		
Matching		

To import a file, follow these steps:

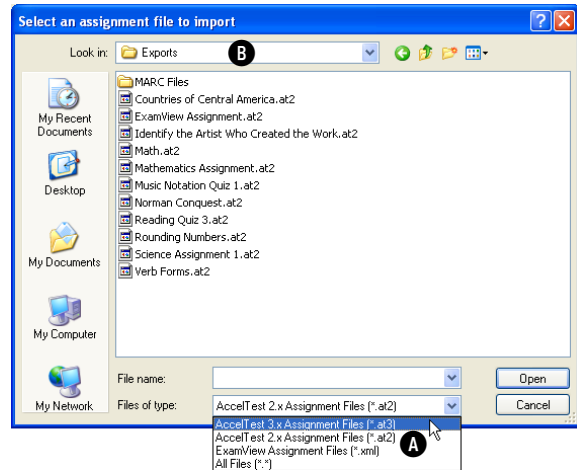
1. Click the **Assignments** menu in AccelTest and choose **Import**.



- Find and open the file that you want to import:

**Windows computers:**

First, click the drop-down list at the bottom of the window **A** and choose the type of file you want to import (such as AccelTest 2.x or 3.x or ExamView assignments). Then, use the drop-down list at the top **B** to choose the drive where you can find the file. If necessary, open folders to find it. Click the file name to highlight it; then, click **Open**.



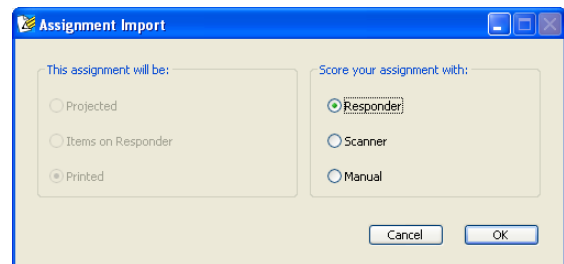
**Macintosh**

**computers:** Scroll to the left and click the drive where you can find the file. If necessary, open folders to find it. Click the name of the file to highlight it; then, click **Open**.



- If you chose an ExamView assignment, click the scoring method you want to use. Then, click **OK**.

- If the assignment's items are aligned to standards that you have not added, the program will ask if you want to import the standards too. Click **Yes** if you want to keep the alignments or **No** if you don't want to keep them or import the standards.



- The assignment will open. You can use the options on the screen to make changes, just as you would when you create an assignment (see page 40) or change one (see page 65). When you've finished, click **Done**.
- Click **Save** when the program asks if you want to save the assignment.
- Enter a name for the assignment and choose a subject; then, click **OK**.



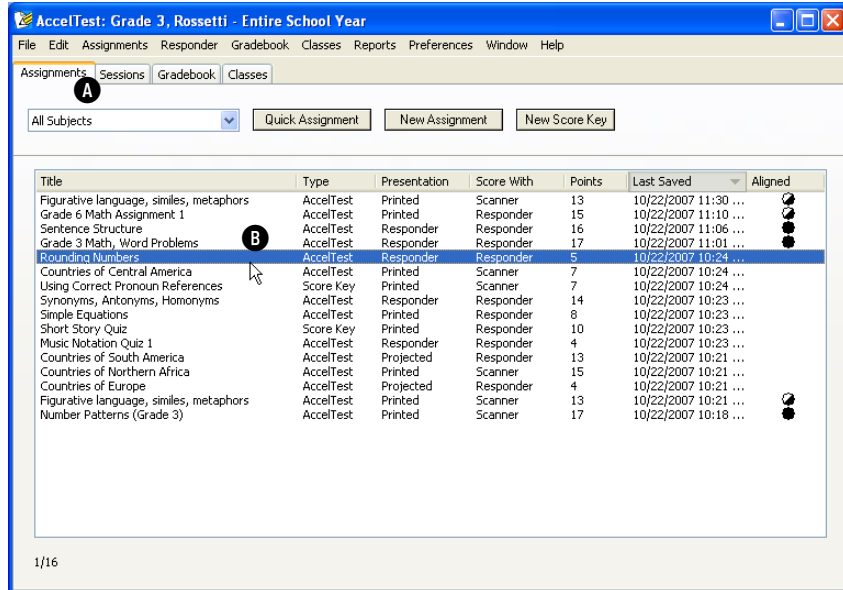
*If you already have an assignment with the name you've chosen, the program will notify you. Click **OK** and change the name for the newly imported assignment.*



## Changing (Editing) Assignments

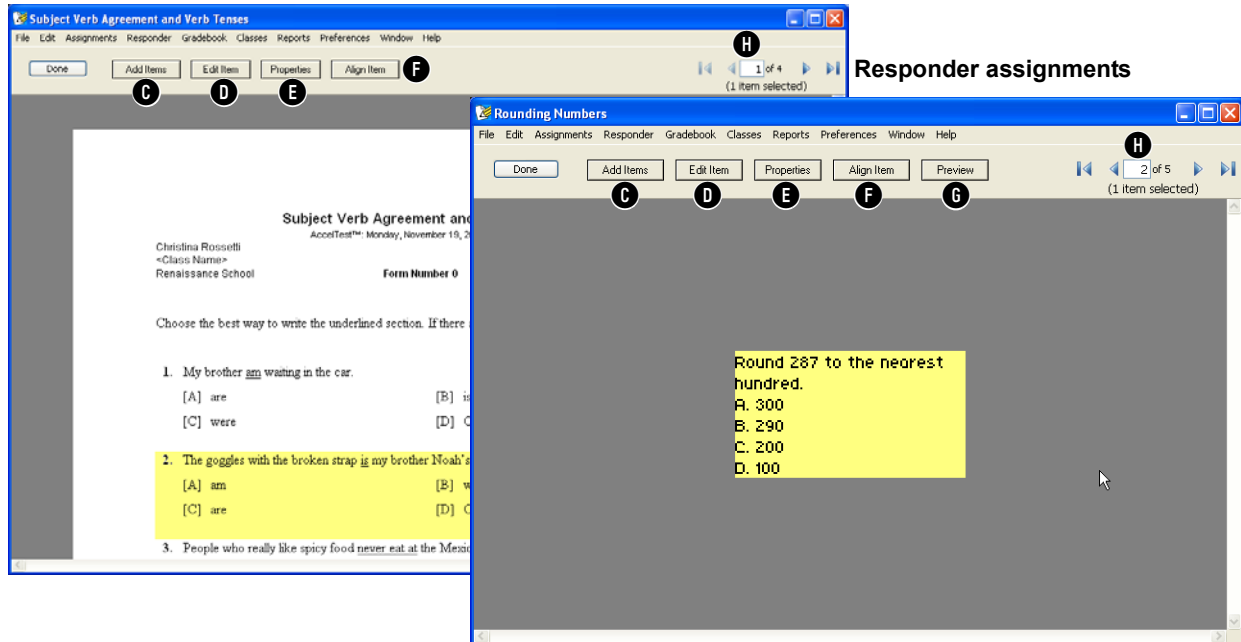
**Important:** You cannot change assignments once you have added them to a class Gradebook. If you want to create another version of the assignment, you can make a copy; see page 76.

1. In AccelTest, click the **Assignments** tab **A**.
2. Double-click the assignment you want to change **B**.







3. When the assignment opens, you can add, edit, move, or delete items, change the assignment properties (title, subject, fonts, layout, and whether points are shown), change the mode (how the assignment is presented or scored), or change the standards alignments that you've set for the items in the assignment. See the instructions on the following pages.

### Printed or projected assignments



- C** To add items, see page 67.
- D** To change an item, see page 69. (To move one, see page 71.)
- E** To change the assignment properties, see page 71.
- F** To set the standards for an item, click it and click **Align Item**. See page 61.
- G** For assignments that will be viewed on the Responder, click **Preview** to see how the questions will look on the

Responder. In the preview window, use the arrow buttons to go to the next and previous questions. When you've finished, click **OK**.

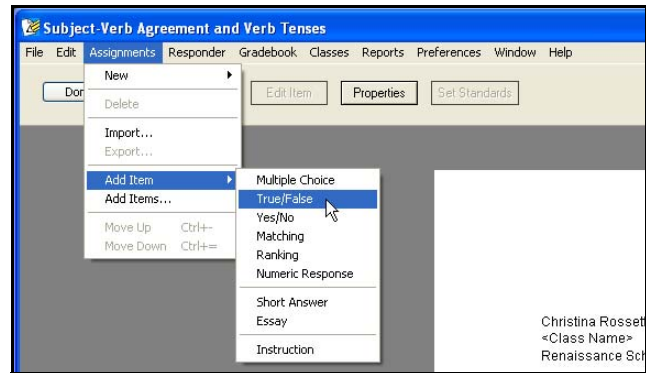
- H** Use the  and  buttons to go to the next or previous page or question. Use the  and  buttons to go to a specific page or question. To go to a specific page or question, enter the question or page number and press the **Enter** or **return** key on your keyboard.

## Adding Items to the Assignment

There are two ways to add items to an assignment:

### Adding One Item to the End of the Assignment

To add one new item, click the **Assignments** menu, select **Add Item**, and then choose the item type. The new item will be added to the end. To edit it, see page 69.

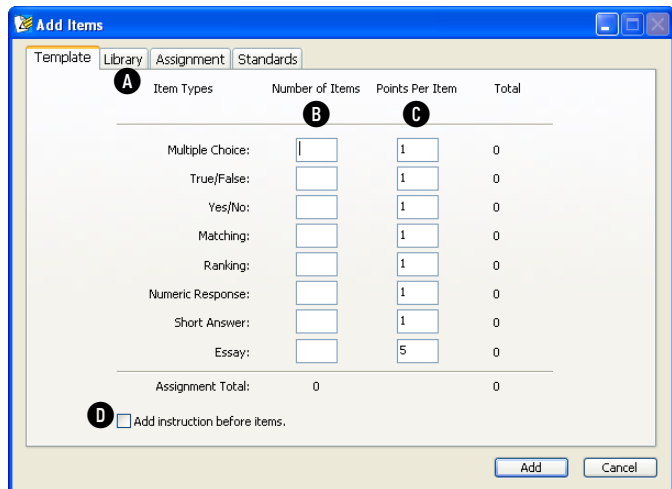


### Adding Multiple Items, or Adding Items from the Libraries or Other Assignments



**You can only use one tab in this window.** When you click **OK**, AccelTest will only apply your selections from the tab you have selected. Any selections you've made on other tabs will not be used.

Click **Add Items** while viewing the assignment. Then, use one of the tabs at the top **A** to decide whether to specify the number of items to add and the point values (Template), add sample items from the AccelTest libraries (Library),



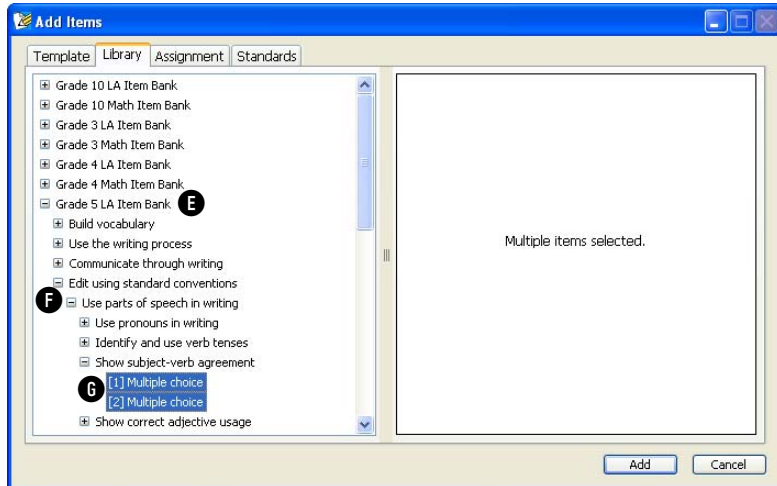
or add items from an assignment you've already created (Assignment):

- Template:** If you choose this tab, enter the number of items of each type that you want to add to the assignment **B**, and enter the points per item for each item type **C**. If you want to add instructions before the items, check the box **D**. (**Note:** If students will use the Responder for the assignment, the matching, ranking, short answer, and essay item types won't be available, and you can't choose to add instructions.) To finish, click **Add**. A Wizard will appear to help you create the questions in the assignment. Enter the information for each question or item; then, click **Next**. (If you chose to add instructions, you'll also be asked to enter or edit those instructions.) When you finish the last item, click **OK**.

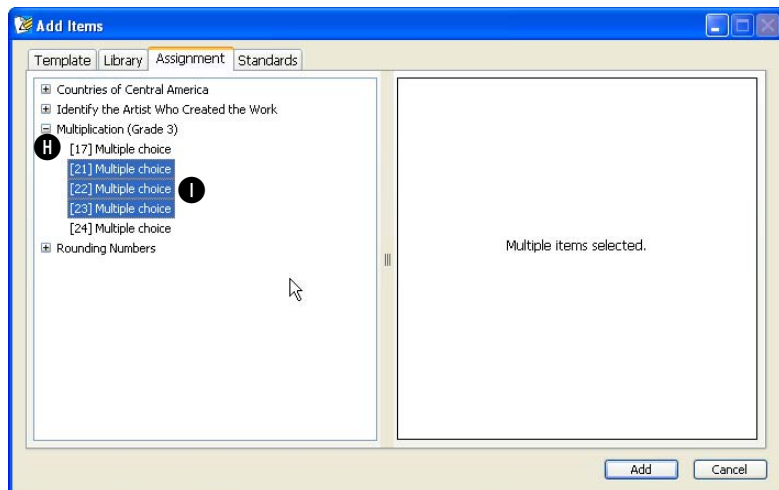
- **Library:** If you choose this tab, click + next to the library **E**. Then, open the subject and category **F** and select the item(s) that you want to add to this assignment **G**. After choosing the items, click **Add**.



**You can choose more than one item from a library or another assignment.** To do this, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the items. To select a group of items, click the first one, hold down the **Shift** key, and click the last one. If you select just one item, you'll see the item to the right of the list. If you select more than one, you will not see the items. You can click and drag the border between the two panes in this window to change the size of each.



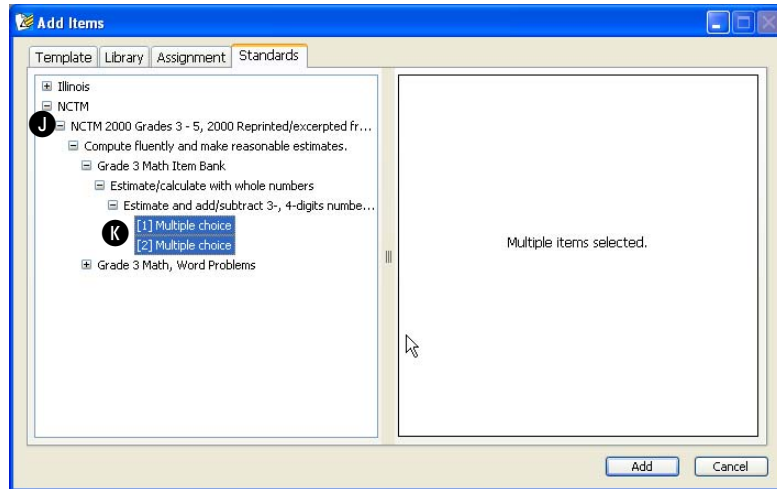
- **Assignments:** If you choose this tab, click + next to the assignment that has the items you want to add **H**. Then, select the items in the list **I**. After choosing the items, click **Add**.





**To add standards to your database, see page 33. You can align each item on an assignment to standards by clicking the item and clicking **Align Item**; see page 61.**

- **Standards:** On this tab, you can select items that have already been aligned to standards in other AccelTest assignments. If you choose this tab, click the **+** next to the standards agency that relates to the assignment **J**. Expand categories as needed until you see the standard for which you want to add items. Then, select the items associated with that standard that you want to add to the assignment **K** and click **Add**.



## Changing (Editing) an Item on an Assignment

There are two ways to begin editing an item:

- Click the item to highlight it; then, click **Edit Item**.
- Double-click the item (Windows only).

When you do this, a Wizard will appear to help you edit the questions in the assignment. The item you chose will be the one shown. Make your changes to the question, the answers, or the options for the question. If you want to change another item, click **Next** or **Previous** to go to that item. When you've finished your changes to all items, click **OK**.



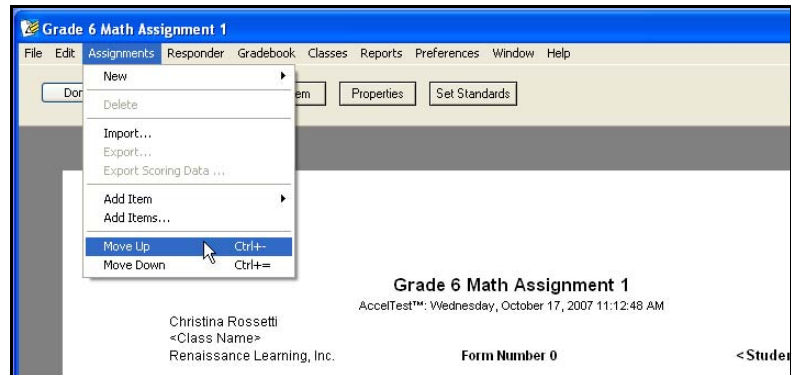
### **Responder assignments don't have all options**

**available.** If students will view questions on the Responder, you cannot change the number of columns or the font, and you cannot add a graphic, equation, or plot. Be sure to limit the questions for Responder assignments to 150 characters if possible so students don't need to scroll to read the question.

- A** Choose the number of answer choices you want to give the student.
- B** Choose the number of columns for answer choices.
- C** Choose which answer choices to shuffle (or rearrange) for students.
- D** If the assignment includes instructions, you can change the instructions shown in this field.
- E** You can edit the question here.
- F** You can edit the correct answer and each incorrect answer.
- G** Enter the letter of the correct answer.
- H** Enter the number of points students can earn by choosing the correct answer.
- I** If you want to change the format of the text, use the drop-down lists to choose the font and/or size, and use the buttons to make the text bold, italics, or underlined.
- J** Use the buttons on the right if you want to add a graphic, equation, or plot to the assignment. For more information, see page 50.
- K** Click **Next >** to go to the next question, or click **< Previous** to go back. In some cases, **< Previous** will take you back to the assignment instructions.
- L** Click **OK** after editing the last question.

## Moving Items on an Assignment

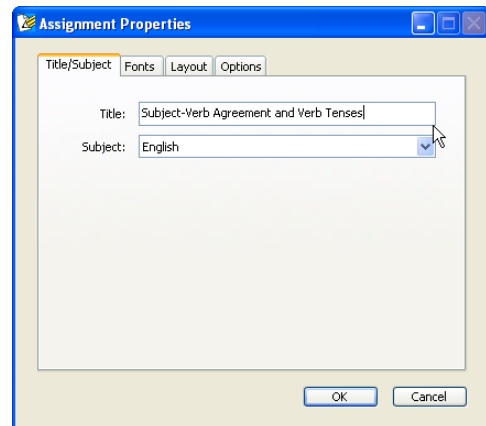
Click an item that you want to move to highlight the item. Then, click the **Assignments** menu, and choose **Move Up** or **Move Down**. You can only move one item at a time; the menu options aren't available if you choose more than one item.



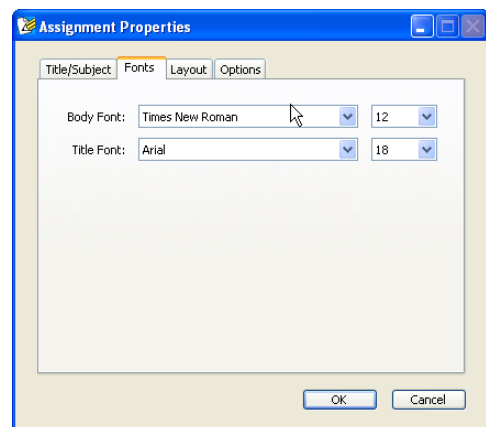
## Changing Assignment Properties

Click **Properties** while viewing the assignment. Then, click the tab that shows what you want to change.

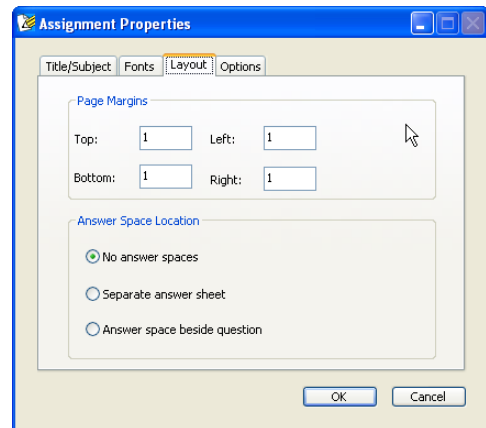
**Title/Subject:** On this tab, you can change the title or click the **Subject** drop-down list to choose a different subject.



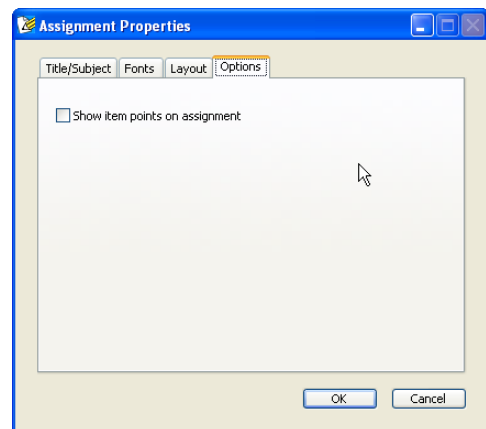
**Fonts:** On this tab, choose the font name and font size for the title and the body (the questions and instructions). You cannot change fonts for Responder assignments.



**Layout:** On this tab, enter the top, bottom, left, and right page margins in inches. Then, click an option for answer spaces: you can leave them out (no answer spaces), put them on a separate sheet, or leave space beside the questions. These options are not available for Responder assignments since they are not printed.

The screenshot shows the 'Assignment Properties' dialog box with the 'Layout' tab selected. Under 'Page Margins', there are input fields for Top, Bottom, Left, and Right, each with a value of '1'. Under 'Answer Space Location', there are three radio button options: 'No answer spaces' (which is selected), 'Separate answer sheet', and 'Answer space beside question'. 'OK' and 'Cancel' buttons are at the bottom right.

**Options:** Click the box to check it if you want students to see how many points they can earn for each question. Leave the box empty if you don't want students to see the point values. This option isn't available for Responder assignments.

The screenshot shows the 'Assignment Properties' dialog box with the 'Options' tab selected. There is a single checkbox labeled 'Show item points on assignment' which is currently unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

After changing the assignment properties, click **OK** to save your changes.

## Changing the Assignment Mode

You can change how the assignment should be presented to students and how it should be scored. Before you do this, please note:

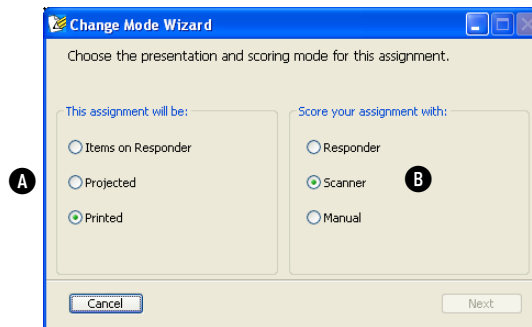
- You can only change the mode for assignments that haven't been added to a class Gradebook.
- You can't change the mode for score keys.
- When you change the assignment mode, some items that are not appropriate for the new mode may be removed from the assignment. For example, if you change the scoring option to Responder, items with more than five answer choices, matching items, ranking items, items with graphics or plots, or instructions may be removed.

To change the mode while viewing the assignment, follow these steps:

1. Click the **File** menu and choose **Change Mode**.



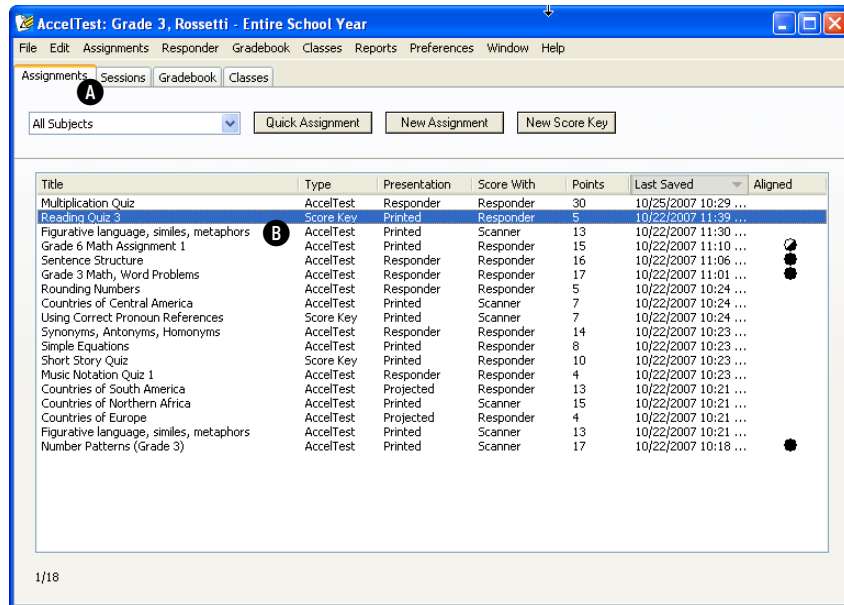
2. If you want to change how the assignment will be presented to students, click a different option **A** in the left side of the window that opens.



3. If you want to change how the assignment is scored (and also how students record their answers), click a different option in the right side of the window **B**. (If you chose Items on Responder or Projected for the presentation method, Responder is the only scoring method you can choose.)
4. Click **Next**.
5. If your new method of presenting or scoring the assignment does not support some items that are already on the assignment, the next screen in the wizard will list the unsupported items. Those items (including instructions) will be removed from the assignment. (For example, if you changed from a printed assignment to a Responder assignment, matching items will be removed.)  
Read through the list to make sure you'd like to continue changing the mode and allow the program to remove these items. If you'd like to continue, click **Next**. (If not, click **Cancel**.)
6. Click **Done** to finish changing the mode.

## Changing (Editing) Score Keys

1. In AccelTest, click the **Assignments** tab **A**.
2. Double-click the score key you want to change **B**.



3. Next, AccelTest will show you a sample scan card on which you can choose the answers. Make the necessary changes to your answers or the point values.

### Responder Score Key

### Scanner Score Key

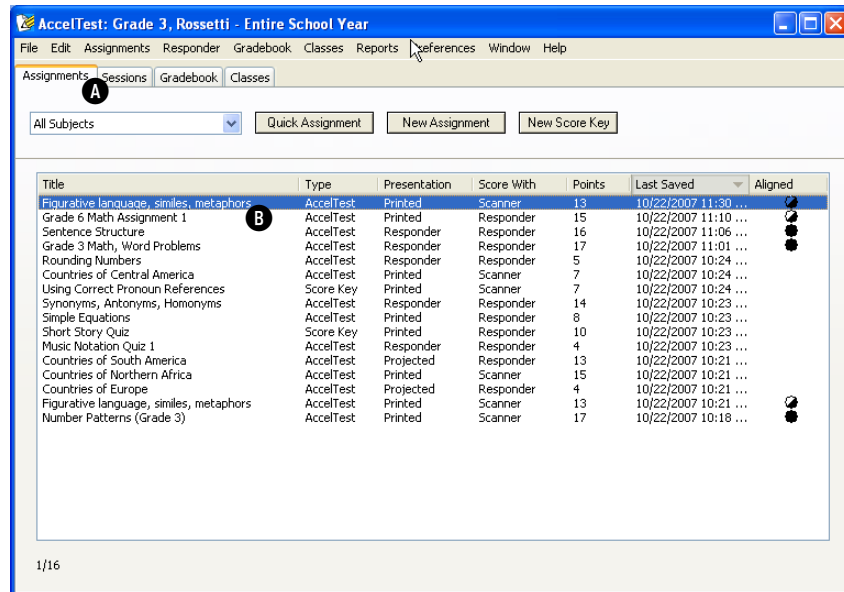
- C** To change the correct answer for an assisted-response question, first, click the answer that is filled in so it is empty again. Then, click the new correct answer.
- D** To change the correct answer for a numeric response item (Responder assignments only), click the answer and type the new answer in the text box that appears.
- E** To change a point value, click it to get a text box, or click the item and click **Set Points**.
- F** To add more items or questions to the score key, click **Add Items**. Choose the type of items you want to add, the number, and the points for each item; then, click **OK** to come back to the score key.

- G** To delete an item from the score key, click the item to highlight it; then, click **Delete Item**. You can select more than one item at once by holding down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the items. You can select a group of items by clicking the first one in the group, holding down the **Shift** key, and clicking the last one in the group.
- H** To choose or change the standard aligned with an item, click it and click **Align Item**. See page 61.
- I** To change the assignment title or subject, click **Properties**, enter your changes, and click **OK**.
- J** To scan a form with the correct answers so that these are changed in the score key, click **Scan Form**. For detailed instructions, see page 60.

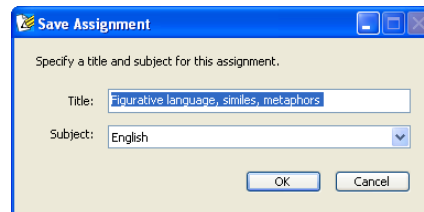
4. Click **Done**.
5. Click **Save** when the program asks if you want to save the score key changes.

## Copying Assignments

1. In AccelTest, click the **Assignments** tab **A**.
2. Double-click the assignment that you want to copy **B**. The assignment will open.



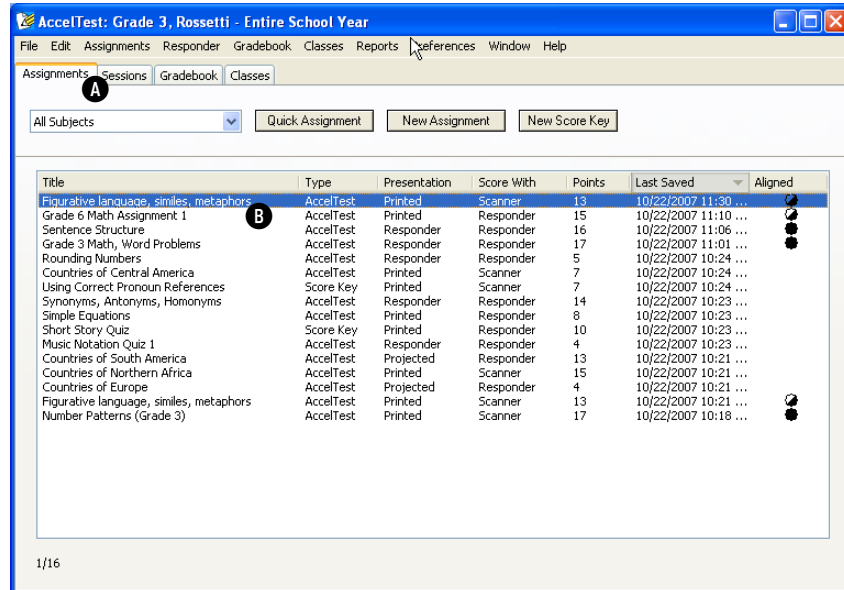
3. Click the **File** menu and choose **Save As**.
4. Enter a new name for the assignment. (You can also change the subject if necessary.) Then, click **OK**.



5. You are now working in the copy of the assignment. If necessary, make changes to the items or properties. When you have finished your changes, click **Done**.
6. If you've made any changes, click **Save** when the program asks if you want to save the assignment.

## Printing a Single Copy of an Assignment

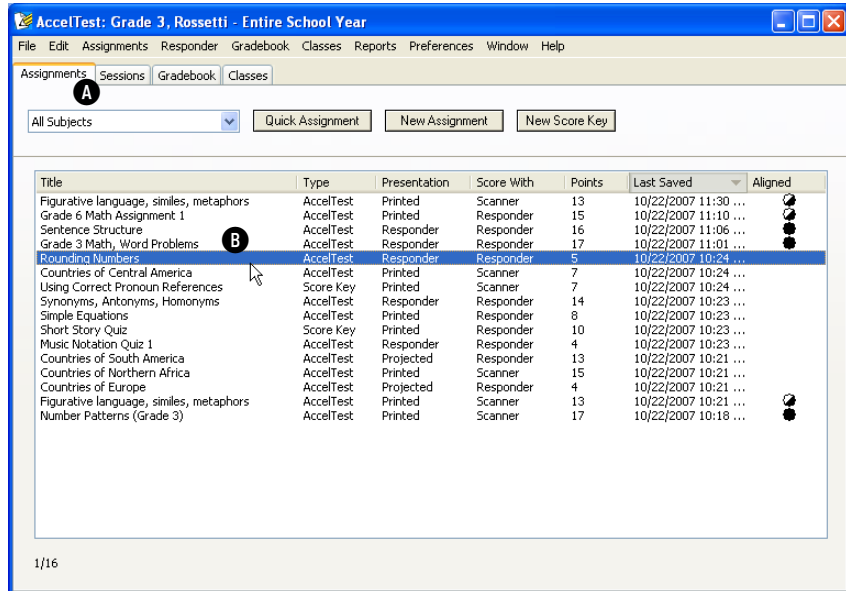
1. In AccelTest, click the **Assignments** tab **A**.
2. Double-click the assignment that you want to print **B**. The assignment will open.



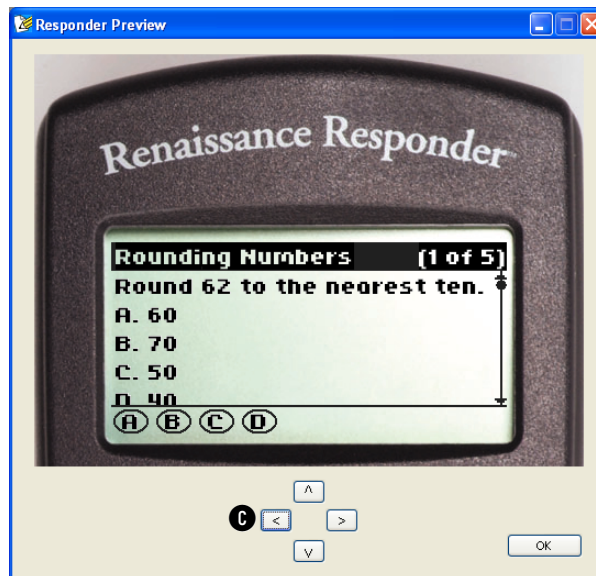
3. Click the **File** menu and choose **Print**.
4. Choose a printer in your computer's print dialog box. Then, click **OK** or **Print**.
5. Click **OK** when the program notifies you that the assignment has been printed.
6. Click **Done** to close the assignment.

## Previewing Responder Assignments

1. In AccelTest, click the **Assignments** tab **A**.
2. Double-click the Responder assignment that you want to preview **B**. The assignment will open.



3. Click **Preview**. The Preview window will show you how the first question will look on the Responder screen. Click the left and right arrows **C** to go to the next or previous question. Click the up and down arrows to scroll up and down within a question. When you've finished previewing the assignment, click **OK**.



4. Click **Done** to close the assignment.

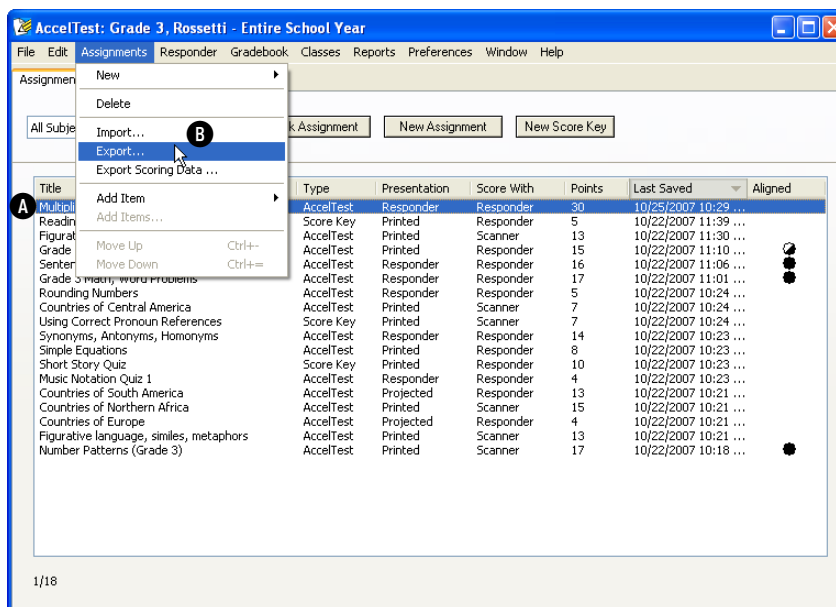
## Exporting Assignments or Score Keys



**If items on the assignment are aligned to standards, those alignments are exported with the assignment. If the teacher who imports the assignment doesn't have those standards added, the program will give the teacher the opportunity to import the standards with the assignment.**

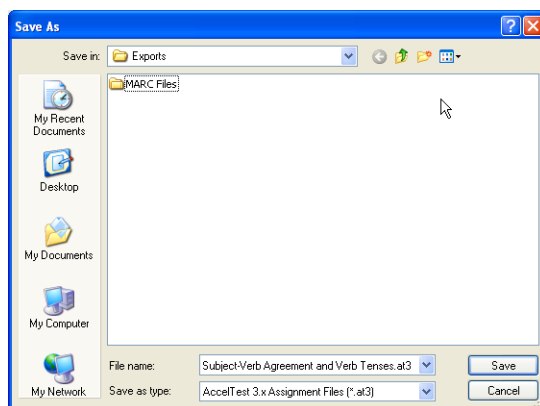
Follow these steps to export assignments. Exporting can be helpful when you want to share an assignment you've created with someone who is using another database or when you want to import the assignment into AccelTest at another computer. (To import assignments, see page 63).

1. In AccelTest, click the **Assignments** tab.
2. Click the assignment that you want to export **A**.



3. Click the **Assignments** menu and choose **Export** **B**.
4. Save the file:

**Windows computers:** Click the drop-down list and choose the drive where you want to save the file. Open folders if necessary to find the correct location. If necessary, change the file name shown; then, click **Save**. (Note that the name should include ".at3" at the end so AccelTest recognizes the file when you want to import it.)

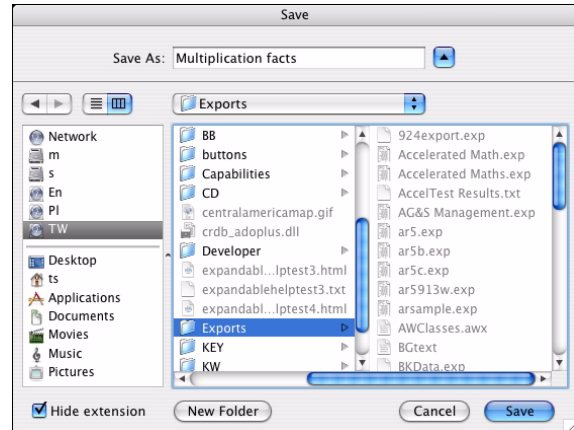




*If you plan to import the assignment on a Windows computer, include the ".at3" extension in the file name.*

### Macintosh computers:

Scroll to the left and click the drive where you want to save the file. (If you don't see the drive list, click the arrow next to the drop-down list to see more of the window.) Open folders if necessary to find the correct location. If necessary, change the file name shown; then, click **Save**.

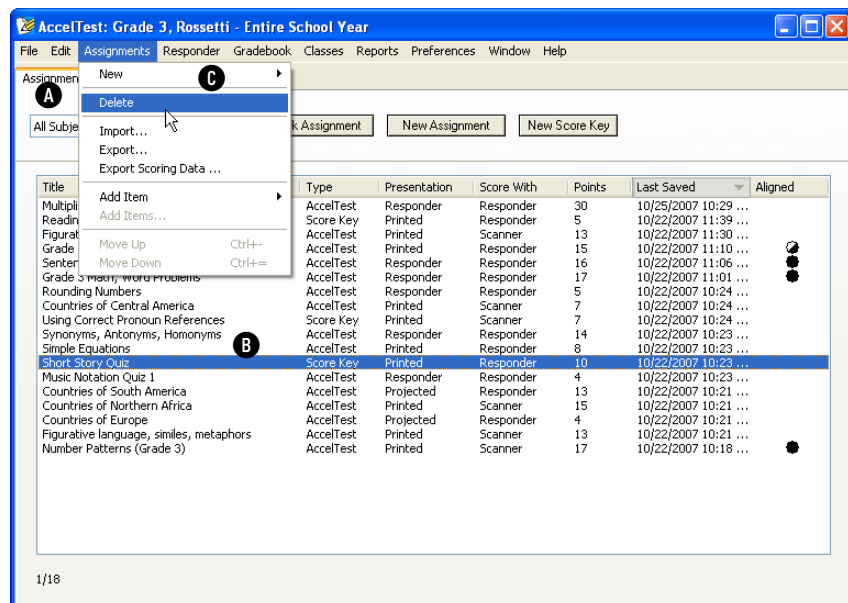


- Click **OK** when the program tells you the export is complete.

## Deleting Assignments

Follow the steps below to delete assignments you don't want to use again. If the assignment has been added to the Gradebook for any of your classes, you must remove it from the Gradebook before you can delete it (see page 110).

- In AccelTest, click the **Assignments** tab **A**.
- Click the assignment that you want to delete **B**.



- Click the **Assignments** menu and choose **Delete** **C**.
- Click **Yes** when the program asks if you're sure you want to delete the assignment.



# USING THE GRADEBOOK

This section explains how to add or assign assignments, print them, score them, and monitor grades in your Gradebook. It also explains how students complete the assignments.

## Viewing a Class Gradebook

1. Click the **Gradebook** tab in AccelTest **A**.
2. Click the left drop-down list **B** to choose the class whose Gradebook you want to view.
3. Click the second drop-down list **C** to choose the subject for the assignments you want to view, or choose **All Subjects**.



**You can choose the time period to show and whether to show percentage scores or points.** To choose the time period, click the **Gradebook** menu and choose either **Show Entire School Year** or a specific term. To choose the score type, click the **Gradebook** menu and choose either **Show Scores as Points** or **Show Scores as Percentages**.

AccelTest: Grade 6, Rossetti - Entire School Year

File Edit Assignments Responder Gradebook Classes Reports Preferences Window Help

Assignments Sessions **Gradebook** **Classes** **F**

Grade 6, Rossetti **B** All Subjects **C** **D** Add **E** Assign

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored				
Countries of Cer		In Class							
Simple Equations		In Class							
Sentence Struch		In Class							
		10/3/2007	10/3/2007	10/3/2007					
		10/26/2007	10/19/2007	10/27/2007					
		7	8	16					
		46/11	23/8	23/8					
Students	ID	Status							Final Grade
Arnold, Jacob	103	N	7	7	14				90.3 A-
Brooks, Jamal	105		6	8	15				93.5 A
Camacho, Luis	107	N	7	7	15				93.5 A
Davis, Rebekah	109	N	6	6	15				87.1 B+
Donne, Benjamin	111	N	7	6	14				87.1 B+
Espinosa, Johanna	113	N	6	8	15				93.5 A
Fuller, Keisha	115	N	7	7	15				93.5 A
Greene, Nathan	117	N	5	5	13				74.2 C
<b>Median</b>			6.7	6.1	14.2				87.1 B+

- A** Click the **Gradebook** tab to view a class Gradebook.
- B** Click this drop-down list to choose the class.
- C** This drop-down list lets you choose to see assignments from one subject or all subjects. It can help you shorten the list you're viewing if you have many assignments.
- D** Click **Add** to add a new assignment to the Gradebook for this class. See page 82.
- E** Click this button to assign assignments. See page 88.
- F** Click the **Gradebook** menu for more options.
- G** You set the ID when you add students. IDs are important when you assign Responders to students. See page 14.
- H** The status tells you if students need to retrieve Homework (H) or Notes (N) with their Responders.
- I** You'll see a column for each assignment in the Gradebook.

## Adding Assignments to the Gradebook

After you create assignments (see page 40) or import them (see page 63), follow the steps below to add assignments to a class Gradebook. You can also add score keys. (For more about score keys, see page 55.) **Be sure to check your assignments before you add them to a Gradebook** because you cannot change assignments once they've been assigned to students.



**You don't need to create points-only assignments before adding them.** You can simply follow these steps to add them to the Gradebook.

**Important note for teacher-paced sessions:** Do not add assignments that you will use with teacher-paced sessions on the Responder or assignments that are projected. When sessions are complete, AccelTest adds the assignments (with scores) to the Gradebook. Projected assignments are always teacher-paced and are only used with in-class sessions, so you can't add them as described below.

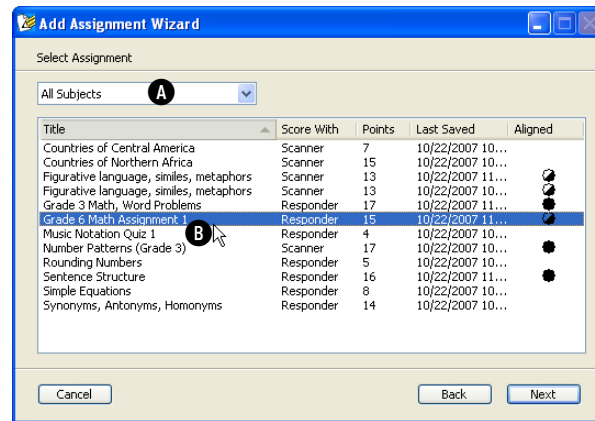
1. View the Gradebook for a class (see page 81).
2. Click **Add**.
3. Click the type of assignment you want to add:
  - AccelTest assignments are assignments you've created on the Assignments tab in this software (see page 40). They include the questions and answers.
  - Score keys allow you to use AccelTest to score assignments that exist outside of the program. They include only answers, not the assignment questions. Score keys are also added on the Assignments tab (see page 55).
  - Points-only assignments are **not** on the Assignments tab in this software. They are simply a record of points you award students for an assignment. You do not need to create these assignments before adding them.



4. Click **Next**. Then, follow the instructions for the type of assignment you chose to add:
  - If you are adding an AccelTest assignment or a score key, see page 83.
  - If you are adding a points-only assignment, see page 85.

## Adding an AccelTest Assignment or Score Key

- Click the drop-down list **A** and choose the assignment's subject, or choose **All Subjects**. Then, click the assignment that you want to add **B** and click **Next**.



**You can add assignment categories** using the *Categories preference*; see page 143.

- Now, choose options for the assignment:

- Click the **Term** drop-down list **C** and choose the term when students will take the assignment. The program chooses the current term by default.
- Click the **Category** drop-down list **D** and choose whether the assignment will be Homework, In-Class work, a test, a quiz, or extra credit.
- Use the check boxes **E** to choose other options for the assignment:

**Assignment is extra credit:** You can check this box if the assignment is extra credit; however, you don't need to check it if you chose the Extra Credit category from the Category drop-down list **D**; for more information, see "Two Ways to Choose Extra Credit Assignments" on page 103.

**Assignment is an exam:** Check this box if the assignment is an exam. This helps determine the weight of the assignment's score. (See the Exams preference on page 143.)

**Each student gets their own variation:** Check this box if you want the answer choices to be in a different order for each student. (This box isn't available for score keys.)

**Turn on student feedback:** For assignments that require students to use the Responder, check this box if you want students to see their score at the end of the assignment.

After choosing the options, click **Next**.

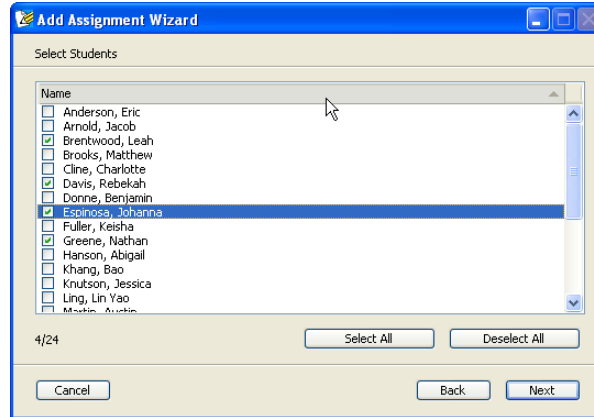
The screenshot shows the 'Add Assignment Wizard' dialog box with the 'Enter Gradebook Details' tab selected. The text 'Fill in the details for your assignment.' is at the top. Below it, there are two dropdown menus: 'Term' set to '1st Term' (labeled C) and 'Category' set to 'In Class' (labeled D). There are four checkboxes: 'Assignment is extra credit' (unchecked), 'Assignment is an exam' (unchecked, labeled E), 'Each student gets their own variation' (unchecked), and 'Turn on Student Feedback' (checked). At the bottom are 'Cancel', 'Back', and 'Next' buttons.

7. Next, click **Yes** if your assignment needs a start date, or **No** if it does not. Then, click **Yes** if your assignment needs a due date, or click **No** if there is no due date.  
If you choose **Yes** for either date, enter the date **F**, or click the calendar button **G** and click a date on the calendar that appears. You can use the arrows in the calendar to move to a different month. If you want to make today the start or due date, click **Today** under the calendar.  
If you choose **No** for the due date, you won't be able to assign the assignment now; if you assign it later, the program will ask you to set a due date.  
When you're ready to continue, click **Next**.

The screenshot shows the 'Add Assignment Wizard' dialog box with the 'Enter Start/Due Dates' tab selected. It contains two sections. The first section asks 'Do you want your assignment to have a start date?' with 'Yes' selected (labeled F). Below 'Yes' is a date field showing '9/21/2007' (labeled G) and a calendar icon. To the right, it says 'Term: 9/1/2007 to 10/31/2007'. The second section asks 'Do you want your assignment to have a due date?' with 'Yes' selected. Below 'Yes' is a date field showing '9/28/2007' and a calendar icon. To the right, it says 'Term: 9/1/2007 to 10/31/2007'. At the bottom are 'Cancel', 'Back', and 'Next' buttons.

8. If you chose a due date for the assignment, choose whether to assign the assignment to all students or just some. Then, click **Next**. (This choice won't appear if you didn't choose a due date for the assignment.)

If you chose to select the students, on the next panel, check the box next to each student who needs the assignment, or click **Select All** to choose all the students. Then, click **Next**.



9. Read the Summary. If the information is correct, click **Done**. (If not, click **Back** to make changes.) When you click **Done**, if the assignment is a printed assignment, a copy will be printed for each student.

If the assignment is a score key, and the score key is meant to be scored with the AccelScan scanner, the Form Numbers Report will be generated so that you have each student's number for scoring. Depending on the setting of the Form Numbers Report preference, you may be asked whether you want to preview or print; click one of the options. To print the report on your own, see page 136.

Your assignment will appear in the Gradebook to the right of previously added assignments. The students that you assigned it to will have "Waiting" in the column under your new assignment (or "Pending" if the assignment has not yet started).

## Adding a Points-Only Assignment

5. Enter the information for the points only assignment:

- Enter a title **A**.
- Choose a subject from the **Subject** drop-down list **B**.
- Enter the total points that can be awarded for the assignment **C**.
- Choose the term when students will complete the assignment **D**.
- Click the **Category** drop-down list **E** and choose whether the assignment will be Homework, In-Class work, a test, a quiz, or extra credit.
- Click the check boxes **F** to set whether the assignment is extra credit or an exam. If you chose the Extra Credit category, you don't need to check the extra credit box; for more information, see "Two Ways to Choose Extra Credit Assignments" on page 103.

Click **Next**.



**You can add assignment categories** using the *Categories preference*; see page 143.

The screenshot shows the 'Add Assignment Wizard' window with the 'Enter Assignment Details' tab selected. The window contains the following fields and options:

- Title:** A text box containing 'Spelling Test' (labeled A).
- Subject:** A dropdown menu showing 'English' (labeled B).
- Points:** A text box containing '10' (labeled C).
- Term:** A dropdown menu showing '1st Term' (labeled D).
- Category:** A dropdown menu showing 'Test' (labeled E).
- Assignment is extra credit:** An unchecked checkbox (labeled F).
- Assignment is an exam:** An unchecked checkbox.

At the bottom of the window are three buttons: 'Cancel', 'Back', and 'Next'.

- Next, click **Yes** if your assignment needs a start date, or click **No** if there is no start date.

Then, click **Yes** if your assignment needs a due date, or click **No** if there is no due date.

If you choose **Yes** for either date, enter the date **G**, or click the calendar button **H** and click a date on the calendar that appears. You can use the arrows in the calendar to move to a different month. If you want to make today the date, click **Today** under the calendar.

If you choose **No** for the due date, you won't be able to assign the assignment now; if you assign it later, the program will ask you to set a due date.

When you're ready to continue, click **Next**.

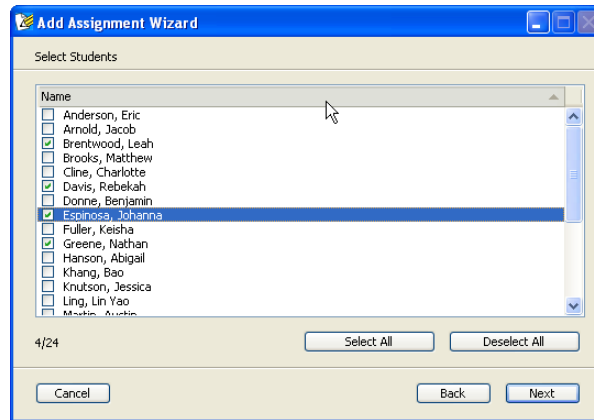
The screenshot shows the 'Add Assignment Wizard' window with the 'Enter Start/Due Dates' tab selected. The window contains the following fields and options:

- Do you want your assignment to have a start date?**
  - Yes:** Selected radio button (labeled G). A text box contains '9/21/2007' (labeled H) next to a calendar icon. The term 'Term: 9/1/2007 to 10/31/2007' is displayed.
  - No:** Unselected radio button.
- Do you want your assignment to have a due date?**
  - Yes:** Selected radio button. A text box contains '9/28/2007' next to a calendar icon. The term 'Term: 9/1/2007 to 10/31/2007' is displayed.
  - No:** Unselected radio button.

At the bottom of the window are three buttons: 'Cancel', 'Back', and 'Next'.

7. If you chose a due date for the assignment, choose whether to assign the assignment to all students or just some. Then, click **Next**. (This choice won't appear if you didn't choose a due date for the assignment.)

If you chose to select the students, on the next panel, check the box next to each student who needs the assignment, or click **Select All** to choose all the students. Then, click **Next**.



8. Read the Summary. If the information is correct, click **Done**. (If not, click **Back** to make changes.) Your assignment will appear in the Gradebook to the right of previously added assignments. The students that you assigned it to will have "Waiting" in the column under your new assignment (or "Pending" for future assignments).

## Assigning Assignments to Students



**Before you assign assignments,** you must create the assignments, add your students, and enroll students in classes.

When you add an assignment to a class Gradebook, you can choose the students that you'd like to assign it to. By following the steps below, you can assign the assignments to more students in the class.

1. View the Gradebook for a class (see page 81).
2. Select the student(s) who need the assignment:
  - To select one, click where the column for the assignment and the row for the student meet **A**.
  - To select more than one student, select the square(s) where the assignment column and student row meet. Hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the students' squares in the column for that assignment.

AcceTest: Grade 3, Rossetti - Entire School Year

File Edit Assignments Responder Gradebook Classes Reports Preferences Window Help

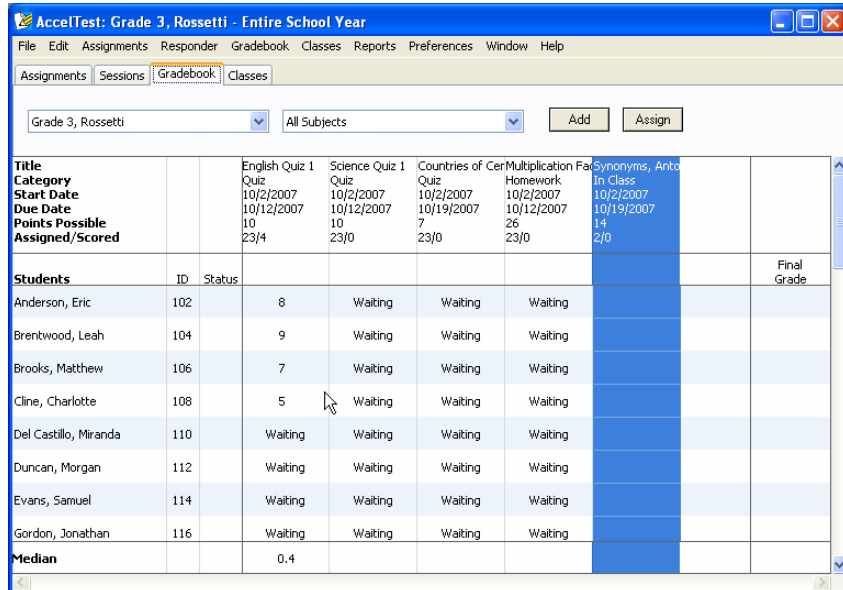
Assignments Sessions **Gradebook** Classes

Grade 3, Rossetti All Subjects Add Assign

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored		
English Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/4		
Science Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/0		
Countries of Cer	Quiz	10/2/2007	10/19/2007	7	23/0		
Multiplication Fa	Homework	10/2/2007	10/12/2007	26	23/0		
Synonyms, Anto	In Class	10/2/2007	10/19/2007	14	2/0		
Students	ID	Status					Final Grade
Anderson, Eric	102		8	Waiting	Waiting	Waiting	Waiting
Brentwood, Leah	104		9	Waiting	Waiting	Waiting	
Brooks, Matthew	106		7	Waiting	Waiting	Waiting	
Cline, Charlotte	108		5	Waiting	Waiting	Waiting	
Del Castillo, Miranda	110		Waiting	Waiting	Waiting	Waiting	
Duncan, Morgan	112		Waiting	Waiting	Waiting	Waiting	
Evans, Samuel	114		Waiting	Waiting	Waiting	Waiting	
Gordon, Jonathan	116		Waiting	Waiting	Waiting	Waiting	
<b>Median</b>			0.4				



To assign a specific assignment to the whole class, click the assignment name at the top of the column.



The screenshot shows the 'Gradebook' tab in the AccelTest software. At the top, there are dropdown menus for 'Grade 3, Rossetti' and 'All Subjects', along with 'Add' and 'Assign' buttons. Below this is a table with columns for assignment details and student performance.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored	English Quiz 1	Science Quiz 1	Countries of Cer	Multiplication Fa	Synonyms, Anto	In Class	Final Grade
English Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/4	8	Waiting	Waiting	Waiting	Waiting		
Science Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/0	9	Waiting	Waiting	Waiting	Waiting		
Countries of Cer	Quiz	10/2/2007	10/19/2007	7	23/0	7	Waiting	Waiting	Waiting	Waiting		
Multiplication Fa	Homework	10/2/2007	10/12/2007	26	23/0	5	Waiting	Waiting	Waiting	Waiting		
Synonyms, Anto	In Class	10/2/2007	10/19/2007	14	2/0							
Students						ID	Status					
Anderson, Eric						102						
Brentwood, Leah						104						
Brooks, Matthew						106						
Cline, Charlotte						108						
Del Castillo, Miranda						110						
Duncan, Morgan						112						
Evans, Samuel						114						
Gordon, Jonathan						116						
Median								0.4				



*If you didn't set a due date for the assignment when you added it to the Gradebook, the program will ask you to set a due date when you assign it. Choose or enter a date and click OK.*

- Click **Assign**. If students require printed copies of the assignment (based on the choices you made when you created the assignment), student copies of the assignment will automatically be printed at your default printer.

## Printing Assignments for Students

When you create an assignment (see page 40), you choose whether printed assignments will be used. When you add the assignment to the Gradebook (see page 82), or when you assign it to individual students (see page 88), AccelTest prints the assignment automatically for each student. You don't need to print assignments separately.

If you need to reprint an assignment for a student, go to the Gradebook and click the square for the student and assignment; then, click **Assign** again. Since the assignment is already assigned, the program will simply reprint the assignment. (The program will only print the assignment if you chose to present it to students using a printed copy; Responder assignments and projected assignments won't be printed for students.)

## How Students Complete Assignments

When you create assignments (see page 40), you choose how each assignment will be presented to students and how it will be scored. This information determines whether students will use the Responder, an AccelScan scan card, or simply an answer sheet to complete the assignment.

### Using the Responder

If you chose the Responder for scoring the assignment, students must use Responders to complete the assignment. When you add the assignment to the Gradebook (see page 82), you choose the category.

#### Completing In-Class Assignments, Including Quizzes and Exams, Using a Responder

For these assignments, you must start a session so students can take the assignment in class. For more information, see page 115.

#### Completing Homework Using the Responder

When a teacher adds assignments to a class Gradebook, the teacher chooses the assignment category. One of these categories is Homework. Any homework in your Gradebook that is set up to use the Responder as the scoring method is available to students on their Responders. (If you're not sure what scoring method is selected for a specific assignment, click the **Assignments** tab, find the assignment, and check the Score With column.)

Students can follow these steps to retrieve and complete homework on their Responders. **Students must own their Responders to follow these steps; see page 14.**



**The Responder remembers the last Receiver it was connected in order to save you time. If the Responder asks whether it should stay connected, you can press **yes** to stay connected or press **no** to see a list of Receivers that you can connect to.**

1. If the Responder isn't already on, press the **On/Off** button.
2. The student enters his/her Personal Identification Number (PIN) and presses **Enter** or **Select**. If you haven't changed it, the PIN is **1212**.
3. On the menu, the student must press ▼ to scroll down to **Synchronize**; then, press **Select** or **Enter**. When synchronization is finished, the Responder will show how many new homework assignments and notes were downloaded and how many files were submitted from the Responder.
4. The student presses any key.
5. In the menu, the student presses ▲ to scroll up to **Homework**; then, the student presses **Select** or **Enter**.
6. The Responder lists the homework assignments. The student uses the arrows to scroll to one assignment; then, the student presses **Select**.
7. The student answers each item and presses **Enter**:
  - For multiple-choice items, the student presses a letter key to choose an answer and then presses **Enter**.

- For true/false items, the student presses **yes True** or **no False** and then presses **Enter**.
  - For numeric response items, the student enters the number and presses **Enter**.
  - For other free-response items (short answer and essay), the Responder tells the student to enter an answer on paper.
8. After the student answers the last question, the Responder asks the student if the homework is complete.

If it is, the student presses **yes True**, then **Select**, and the Responder shows the main menu.

If not, the student presses **no False**, then **Select**, and the Responder goes back to the first question so the student can enter or check his or her answers.

The student can repeat steps 6–8 above to complete other Homework assignments. (In the list of Homework, checked assignments are complete.) When the student has finished all homework, the student must return to the menu, highlight **Synchronize** again, and press **Select** to send the completed homework back to the teacher's computer for automatic scoring. Any homework that wasn't completed won't be turned in during the synchronization.

## Using the AccelScan Scan Cards

When you create assignments (see page 40) and choose the Scanner scoring method, you must also choose to use printed assignments. When you assign the assignment to students in your Gradebook, the program prints a copy of the assignment for each student. Each student has a unique form number at the top of that assignment.

Make sure each student has a blank AccelTest scan card for this assignment. Students follow these steps to complete the assignment:

1. The student fills in his or her unique form number at the top of the card and fills in the circles for the form number as shown below.

2. Next, the student fills in an answer for each multiple-choice question. If the assignment has some free-response questions, the student must answer them on a separate piece of paper.
3. The student or teacher scans the card for scoring as described on page 92.

## For Manual Scoring

When you created an assignment (see page 40), you may have chosen the Manual scoring method. For this method, you can have students fill in their answers on the assignment itself or a separate sheet of paper, or even an AccelTest scan card. Then, the teacher must score the answers as described on page 94.

## Scoring Assignments

There are three ways to score AccelTest assignments:

- **Responder scoring:** If students used the Responders to enter their answers, either for Homework or an In-Class assignment session, the software will score assisted-response answers automatically when the student Synchronizes the Responder again.
- **Scanner scoring:** Students can fill in their answers on scan cards, and teachers or students can scan the cards for scoring. See the instructions below.
- **Manual scoring:** Students can fill in their answers on the assignment or a separate sheet of paper, and teachers can score them manually; see page 94.

## Scoring Assignments with the Responder

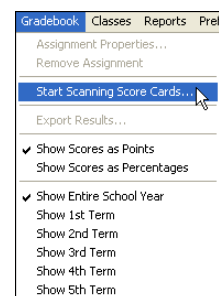
When students use Responders to complete assignments, the software automatically scores assisted-response answers in those assignments. However, if the assignments also include free-response items, you must score those items manually; see page 94.

## Scoring Assignments with the AccelScan Scanner

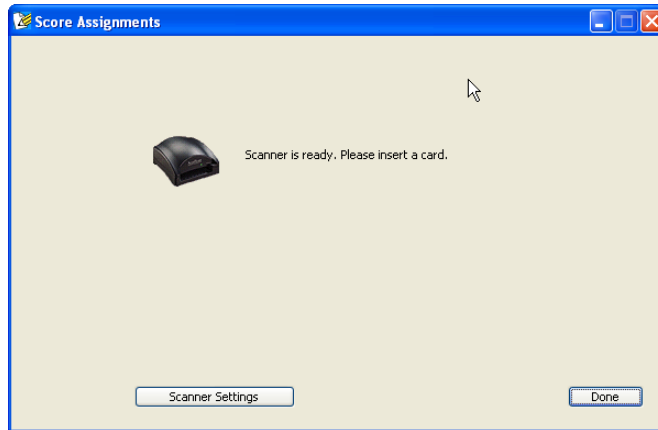
When students have filled in their answers on scan cards (see page 91), the students or the teacher can scan the cards for scoring. Before you follow these steps, make sure the AccelScan scanner is connected to the computer as described in the *AccelTest Software Installation Guide*.

### Starting the Scanning Session

1. In the AccelTest, the teacher must first click the **Gradebook** menu and choose **Start Scanning Score Cards**. (You can select this menu and item no matter which tab you're viewing in the software.)



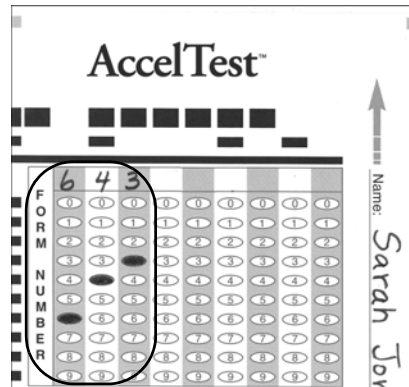
2. The program will search for the scanner and will notify you when it's ready to start scoring.



### Scanning Cards

Now, students or teachers can scan their cards by following these steps:

3. Make sure the correct form number is filled in at the top of the card, both in the squares and in the circles. Each student's form number is unique for each assignment; it is printed on that student's assignment.



4. Make sure answers are filled in properly:
  - Make sure that all answers have been filled in and marked next to the correct problem numbers.
  - Erase any stray marks.
  - If any answers were changed, be sure the old answers are completely erased.

5. **For AccelScan model 2110 or higher (shown):** Insert the card face up, with the AccelTest name going into the scanner first as shown to the right.

**For AccelScan model 1100 USB:** Insert the card **face down**, with the AccelTest name going into the scanner first.

**For AccelScan model 1100 Serial:** Insert the card face up, with the AccelTest name going into the scanner first.



6. The program will tell you that the results have been sent to the printer; click **OK**. The card will come out behind the scanner. Save it so you can use the other side. **If the assignment also has free-response items, you must score those items manually; see page 94.**
7. Now, the teacher can scan the next card, or the next student can scan his or her card.



**If you need to change the AccelTest password,** use the Password preference; see page 144.

## Ending the Scanning Session

When you or your students have finished scanning cards, click **Done**. The program will ask you to enter a password to unlock AccelTest. (This is so students can't access the Gradebook or other parts of the program.) Enter the same password that you use to log in to the software (the default is **admin**); then, click **OK**.

## Scoring Assignments Manually

Manual scoring is required when:

- You chose "Manual" as the scoring method when you created the assignment (see page 40). The teacher must score both assisted-response and free-response questions manually.
- The assignment has free-response items, regardless of the scoring method. If the assisted-response items on the assignment were scored using another method (the Responder or Scanner), AccelTest will assume the student earned all points for short answer and essay questions unless you score them manually. If you used the Scanner for scoring, and the assignment has numeric-response items, the program will mark them incorrect unless you use manual scoring to enter the student's answers to those items.

Follow the steps below to score an assignment manually. You can also follow the steps to change scoring that was already done.

1. Click the **Gradebook** tab and choose your class (see page 81).



**Free response items** are numeric-response questions, short answer questions, and essay questions. Assisted-response items are multiple-choice, true/false, yes/no, matching, and ranking questions.

2. Double-click the name of the assignment you want to score (the top of the column)

A.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
English Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/4
Science Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/0
Countries of Central America	Quiz	10/2/2007	10/19/2007	7	23/0
Multiplication Facts	Homework	10/2/2007	10/12/2007	26	23/0
Synonyms	In Class	10/2/2007	10/19/2007	14	23/0

Students	ID	Status	English Quiz 1	Science Quiz 1	Countries of Central America	Multiplication Facts	Synonyms	Final Grade
Anderson, Eric	102		8	Waiting	Waiting	Waiting	Waiting	
Brentwood, Leah	104		9	Waiting	Waiting	Waiting	Waiting	
Brooks, Matthew	106		7	Waiting	Waiting	Waiting	Waiting	
Cline, Charlotte	108		5	Waiting	Waiting	Waiting	Waiting	
Del Castillo, Miranda	110		Waiting	Waiting	Waiting	Waiting	Waiting	
Duncan, Morgan	112		Waiting	Waiting	Waiting	Waiting	Waiting	
Evans, Samuel	114		Waiting	Waiting	Waiting	Waiting	Waiting	
Gordon, Jonathan	116		Waiting	Waiting	Waiting	Waiting	Waiting	
Median			0.4					

3. A window will appear that shows each item number and each student's name. For one student, double-click the square for the first item in the assignment B.

Students	ID	1. MC (1 pts)	2. MC (1 pts)	3. TF (1 pts)	4. TF (1 pts)	5. YN (1 pts)	6. YN (1 pts)	7. NR (1 pts)	8. NR (1 pts)	9. FR (1 pts)	10. FR (1 pts)	Score (%)
Anderson, Eric	102	B										Waiting
Brentwood, Leah	104											Waiting
Brooks, Matthew	106											Waiting
Cline, Charlotte	108											Waiting
Del Castillo, Miranda	110											Waiting
Duncan, Morgan	112											Waiting
Evans, Samuel	114											Waiting
Gordon, Jonathan	116											Waiting
Hanson, Abigail	118											Waiting
Johnson, Myra	120											Waiting
King, Lydia	122											Waiting
Lee, Joshua	124											Waiting
Little, Julia	100											Waiting
McKinney, LeShandra	127											Waiting
Mitchell, D'shon	129											Waiting
Pagel, David	132											Waiting
Pope, Khamil	134											Waiting
Randall, Jason	136											Waiting
Rossetti, Alexander	138											Waiting
Median												



**Some answers will already be entered in this Wizard if you scored the assisted-response items using the Responder or Scanner.**

4. The Score Items Wizard lets you score each item in the assignment:

- For multiple-choice, matching, and ranking items, check the box next to the student's answer(s) **C**. (Click in the box to check it.)
- For true/false and yes/no items, click the student's answer **D**.
- For numeric response items, enter the student's answer **E**.
- For short answer and essay items, enter the number of points the student earned **F**.

After entering the information for each item, click **Next**. To go to a previous item, click **Back**. When you have finished, click **Done**.

Score Items

Student: Anderson, Eric

Item: 1 of 10

Points Possible: 1

Correct Answer: D

Student Answer: ☐ A ☐ B ☐ C ☒ D ☐ E ☐ F ☐ G ☐ H

Next Done

Score Items

Student: Anderson, Eric

Item: 3 of 10

Points Possible: 1

Correct Answer: False

Student Answer: ☐ True ☒ False

Back Next Done



**Free Response Grading Worksheet.**  
Teachers can use the Free Response Grading Worksheet in the AccelTest Reports to keep track of the points they are awarding for free-response items until they enter the points in the Gradebook. See page 139.

Score Items

Student: Anderson, Eric

Item: 7 of 10

Points Possible: 1

Correct Answer: 2

Student Answer:  **E**

Back Next Done

Score Items

Student: Anderson, Eric

Item: 9 of 10

Points Possible: 1

Correct Answer: n/a

Points Earned:  **F**

Back Next Done



5. Notice the student's scores have been entered **G**. Repeat steps 3–4 for each student.

Students	ID	1. MC {1 pts}	2. MC {1 pts}	3. TF {1 pts}	4. TF {1 pts}	5. YN {1 pts}	6. YN {1 pts}	7. NR {1 pts}	8. NR {1 pts}	9. FR {1 pts}	10. FR {1 pts}	Score (%)
Anderson, Eric	102	1	1	1	1	1	1	1	0	1	1	80
Brentwood, Leah	104	<b>G</b>										Waiting
Brooks, Matthew	106											Waiting
Cline, Charlotte	108											Waiting
Del Castillo, Miranda	110											Waiting
Duncan, Morgan	112											Waiting
Evans, Samuel	114											Waiting
<b>Median</b>		1	1	1	1	1	1			1	1	80

6. When you have finished editing scores for students, click **Done** **H**. The students' scores for the assignment will be shown in the Gradebook. If you didn't score the assignment for some students, you'll see "Waiting" in the Gradebook instead of a score.

## Scoring Points-Only Assignments

When you add a points only assignment (see page 85), the assignment itself is not in AccelTest, and you don't have a score key. Points-only assignments are assignments that only require you to award a certain number of points to a student without scoring specific items. To score these assignments, follow the steps for overriding a score in the next section.

## Overriding Scores in the Gradebook

By following these steps, you can override the overall score for a student's assignment in the Gradebook. You can also follow these steps to score points-only assignments.

1. Click the **Gradebook** tab and choose your class (see page 81).
2. Double-click the student's score. (If you're scoring a points-only assignment, double-click the word **Waiting** in the row for that student.) When you do this, you'll see the score in a text box so you can change it **A**.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
English Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/4
Science Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/0
Countries of Cer	Quiz	10/2/2007	10/19/2007	7	23/0
Multiplication Fa	Homework	10/2/2007	10/12/2007	26	23/0
Synonyms, Anto	In Class	10/2/2007	10/19/2007	14	23/0

Students	ID	Status	English Quiz 1	Science Quiz 1	Countries of Cer	Multiplication Fa	Synonyms, Anto	Final Grade
Anderson, Eric	102	8	8	Waiting	Waiting	Waiting	Waiting	
Brentwood, Leah	104	9	Waiting	Waiting	Waiting	Waiting	Waiting	
Brooks, Matthew	106	7	Waiting	Waiting	Waiting	Waiting	Waiting	
Cline, Charlotte	108	5	Waiting	Waiting	Waiting	Waiting	Waiting	
Del Castillo, Miranda	110	9	Waiting	Waiting	Waiting	Waiting	Waiting	
Duncan, Morgan	112	8	Waiting	Waiting	Waiting	Waiting	Waiting	
Evans, Samuel	114	8	Waiting	Waiting	Waiting	Waiting	Waiting	
Gordon, Jonathan	116	6	Waiting	Waiting	Waiting	Waiting	Waiting	
Median			2					

3. Type the new score that you want to override the old one. Then, click elsewhere in the Gradebook. For most assignments (except points-only assignments), the student's original score will be shown in the upper-left corner of the cell; then, you will see a / and the student's override score in the lower-right corner of the cell **B**.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
English Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/4
Science Quiz 1	Quiz	10/2/2007	10/12/2007	10	23/0
Countries of Cer	Quiz	10/2/2007	10/19/2007	7	23/0
Multiplication Fa	Homework	10/2/2007	10/12/2007	26	23/0
Synonyms, Anto	In Class	10/2/2007	10/19/2007	14	23/0

Students	ID	Status	English Quiz 1	Science Quiz 1	Countries of Cer	Multiplication Fa	Synonyms, Anto	Final Grade
Anderson, Eric	102	8	8/9	Waiting	Waiting	Waiting	Waiting	
Brentwood, Leah	104	9	Waiting	Waiting	Waiting	Waiting	Waiting	
Brooks, Matthew	106	7	Waiting	Waiting	Waiting	Waiting	Waiting	
Cline, Charlotte	108	5	Waiting	Waiting	Waiting	Waiting	Waiting	
Del Castillo, Miranda	110	9	Waiting	Waiting	Waiting	Waiting	Waiting	
Duncan, Morgan	112	8	Waiting	Waiting	Waiting	Waiting	Waiting	
Evans, Samuel	114	8	Waiting	Waiting	Waiting	Waiting	Waiting	
Gordon, Jonathan	116	6	Waiting	Waiting	Waiting	Waiting	Waiting	
Median			2					

## About the Scores and Status Messages in the Gradebook

**AccelTest: Grade 3, Rossetti - Entire School Year**

File Edit Assignments Responder Gradebook Classes Reports Preferences Window Help

Assignments Sessions **Gradebook** Classes

Grade 3, Rossetti All Subjects Add Assign

Title	English Quiz 1	Science Quiz 1	Countries of Cer	Multiplication Fa	Synonyms, Anto				
Category	Quiz	Quiz	Quiz	Homework	In class				
Start Date	10/2/2007	10/2/2007	10/2/2007	10/2/2007	10/2/2007				
Due Date	10/12/2007	10/12/2007	10/19/2007	10/12/2007	10/19/2007				
Points Possible	10	10	7	26	14				
Assigned/Scored	23/8	23/1	46/11	23/0	23/0				
Students	ID	Status				Final Grade			
Brentwood, Leah	104		9 <b>A</b>	8	7	24	13	91 A-	
Brooks, Matthew	106		7	7	6	23	11	80.6 B-	
Cline, Charlotte	108		5	8	9 <b>C</b>	7	25	12	86.6 B
Del Castillo, Miranda	110		9	7	7	26	14	94 A	
Duncan, Morgan	112		8	8	6	24	13	88.1 B+	
Evans, Samuel	114		8	7	9	7	26	11	91 A-
Gordon, Jonathan	116		6	8	6	24	14	86.6 B	
Hanson, Abigail	118		8	9	7	23	14	91 A-	
<b>Median</b> <b>D</b>			8.8	8.7	6.3	21.5	12.1	85.7 B	

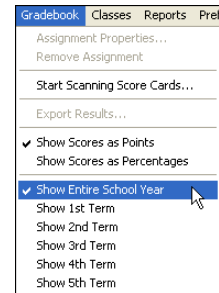
For homework, you will see **Sent** if the student has retrieved homework on his or her Responder, but the student hasn't finished the homework yet.

## Changing How Scores Are Shown

At the bottom of the Gradebook, you'll see either mean or median scores. If you want to switch from mean scores to median scores or from median scores to mean, click the word in the lower-left corner of the Gradebook (D on the previous page).

To view students' scores for a different time period, click the **Gradebook** menu and choose either **Show Entire School Year** or a specific term.

To change how the scores are shown (either in percentages or points), click the **Gradebook** menu and choose either **Show Scores as Points** or **Show Scores as Percentages**.



## Viewing Students' Scores for Each Item on an Assignment

To see the scores that students achieved on each item, double-click the assignment name (E on the previous page). You will see a table of the items on that assignment and the students in the class. The table will show the student's score for each item. If the square for each item is blank, the item hasn't been scored yet; if you want to start scoring the assignment for a student, double-click the first item for that student (see page 94).

Assignment 1: English Quiz 1													
File Edit Assignments Responder Gradebook Classes Reports Preferences Window Help													
Done													
Students	ID	1. MC {1 pts}	2. MC {1 pts}	3. TF {1 pts}	4. TF {1 pts}	5. YN {1 pts}	6. YN {1 pts}	7. NR {1 pts}	8. NR {1 pts}	9. FR {1 pts}	10. FR {1 pts}	Score (%)	
Anderson, Eric	102	1	1	1	1	1	1	0	0	1	1	90	
Brentwood, Leah	104	1	1	1	0	1	1	0	0	2	2	90	
Brooks, Matthew	106	1	1	0	1	1	1	0	0	1	1	70	
Cline, Charlotte	108	1	0	1	1	0	0	0	0	1	1	50	
Del Castillo, Miranda	110	1	1	1	1	1	1	0	0	2	1	90	
Duncan, Morgan	112	1	1	1	1	1	1	0	0	1	1	80	
Evans, Samuel	114	1	1	1	1	1	1	0	0	1	1	80	
Gordon, Jonathan	116	1	0	1	1	1	0	0	0	1	1	60	
Hanson, Abigail	118											Waiting	
Johnson, Myra	120											Waiting	
King, Lydia	122											Waiting	
Median		1	0.8	0.9	0.9	0.9	0.8			1.3	1.1	76.3	

Notice that there is a column for each item on your assignment. The points per item and an abbreviation for the item type are at the top of each column. These abbreviations are used:

- **MC:** Multiple-choice
- **YN:** Yes/No
- **TF:** True/False

- **M:** Matching
- **R:** Ranking
- **NR:** Numeric-response
- **SA:** Short answer
- **E:** Essay

When you've finished viewing the scores for each item, click **Done**.

## How Grades Are Calculated

In the last column of the Gradebook, you'll see the overall grade for the time period you're viewing (the entire school year or a specific term).

By default, AccelTest calculates grades by dividing points earned by the points possible on each assignment. The software then chooses the appropriate letter grade based on the scale you've chosen in the Grading Scale preference.

### Term, Semester, and Final Grades

Term grades are derived from the assignment scores. Semester grades are computed by averaging term grades. Final grades for the year are computed using semester or trimester grades if there is no final exam. (If there are no semesters in the school year, only term grades are used.)

For example:

1st Term Grade	81%
2nd Term Grade	75%
3rd Term Grade	82%
4th Term	86%
1st Semester Grade	$(81\% + 75\%) \div 2 = 78\%$
2nd Semester Grade	$(82\% + 86\%) \div 2 = 84\%$
Final Grade	$(78\% + 84\%) \div 2 = 81\%$

The Exam preference settings determine how final exam grades are included in the grade calculation. (See page 143). For example, if final exams are 30% of the term grade, and a student earned 75% on the exam:

Term Grade	$81\% \times 70 = 56.7\%$
Final Exam	$75\% \times 30 = 22.5\%$
Grade (including exam)	$56.7\% + 22.5\% = 79.2\%$

If final exams are 20% of the semester grade, and a student earned 72% on the exam:

Semester Grade  $78\% \times 80 = 62.4\%$

Final exam  $72\% \times 20 = 14.4\%$

Grade (including Exam)  $62.4\% + 14.4\% = 76.8\%$

You may choose different categories, weights, and grading options for each term in the school year. This gives you the flexibility to change how you compute grades during the course of the school year.

## How AccelTest Preferences Affect Grades

Three AccelTest preferences affect how grades are shown or calculated:

### Categories (Category Weights)

Using the Categories preference (see page 143), you can assign a weight to each assignment category so that some types of assignments have more of an effect on the student's grade than others.

If you do this, the software will first calculate the percent correct within each category. Then, to determine grades, it will calculate a weighted average of the percent correct within each category.

### Exams

Using the Exams preference (see page 143), you can choose to count exams as a specific percentage of the term, semester, or final grade.

### Grading Scale

Using the Grading Scale preference (see page 144), you can choose which grading scale to use, and you can set the minimum percentage correct required for each grade in the scale. The available scales are:

- Standard (A+ to F)
- Pass/Fail
- Outstanding/Satisfactory/Unsatisfactory
- 1 to 10

## Extra Credit

### Two Ways to Choose Extra Credit Assignments

You can use extra credit assignments to allow your students to improve their grades. There are two ways to do this, and you can choose either method when you add an assignment to your Gradebook and assign it to students (see page 82):

- You can select the Extra Credit **category**, and use this category for all of your extra credit work. This is the preferred way to handle extra credit if you are using category weights to compute grades. (See the Categories preference on page 143.)
- You can check a box to designate an assignment in any category (homework, test, or quiz) as an extra credit assignment. You may prefer to do this if you are using points possible to compute grades.

### How AccelTest Uses Points Possible with Extra Credit

Assignments designated as Extra Credit contribute to each student's points earned, but not to the total points possible so that students can improve their score. See the example below, where the student earned 5 points out of 0 possible on the extra credit assignment **A**. When you give assignments for Extra Credit, it is possible for students to earn enough points so they achieve a term or semester grade above 100%. However, AccelTest limits the grade to 100%.

Homework Chapter	9/10
Quiz Chapter	8/10
Homework Questions	7/10
Homework Chapter 2	10/10
Homework Chapter 3	9/10
<b>A</b> Extra Credit Homework	5/0
Test Chapters 1-4	9/10
Total	57/60 = 95%

### How Category Weights Work with Extra Credit

Category weights work differently depending on how you designate an assignment extra credit:

- When you add an assignment in another category to the Gradebook (Homework, Test, Quiz, etc.) and check the box to make it extra credit, extra credit assignments improve the percent correct within that category. For example, if you make a Homework assignment extra credit, this increases the percent correct in the Homework assignment category for students earning points on that assignment.
- When you choose the Extra Credit category as you add the assignment to the Gradebook, the assignments in the Extra Credit category are treated like assignments in any other category. The percent correct on these extra credit assignments is multiplied by the category weight. However, the Extra Credit

category weight is not included when category weights are totaled, so you can assign points possible on extra credit assignments if you use category weights to calculate grades.

The weights that you select for the Extra Credit category in the Categories preference determine how much the extra credit assignments will contribute to term grades. If you choose a weight of 10 for Extra Credit, and the total of the weights of your other categories is 100, any student with a perfect score on every assignment would earn a grade of 110% for the term. However, AccelTest sets a top limit of 100% for the grade.

The following detailed example shows calculations for grades when using Category Weights with Extra Credit assignments:

Tests	Chapter 1 Test	82/100
	Chapter 2 Test	80/100
	Chapter 3 Test	78/100
Total		240/300 = 80%
Homework	Chapter 1 Homework	30/40
	Chapter 2 Homework	20/30
	Chapter 3 Homework	40/50
Total		90/120 = 75%
Field Trip	Library	8/10
	Museum	7/10
Total		15/20 = 75%
Extra Credit	Report #1	7/10
	Report #2	3/10
Total		10/20 = 50%
Tests	80% correct x 50 weight = 40.0%	
Homework	75% correct x 30 weight = 22.5%	
Field Trips	75% correct x 20 weight = 15.0%	
Extra Credit	50% correct x 10 weight = 5.0%	
Total	x 100 weight = 82.5%	

Without Extra Credit assignments, this student would have a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled, making the assignments truly extra credit.

**Note:** If you check Drop Worst Score in the Categories preference, an Extra Credit assignment that happens to be the lowest score will not contribute to the grade.



## Exporting Scores from AccelTest



**Both types of export files are tab-delimited files.** In tab-delimited files, the program puts a tab after each piece of information. This format can be imported by many spreadsheet programs.

There are two ways that you can export information about student grades in AccelTest:

- You can export one class's results for one or more assignments using the Export Results feature. The file includes the assignment name, category, and total points as well as each student's name and score. The file is saved in text format; here is an example:

```
Names  Grade 3 Math, Word Problems
      In Class
      17
Arnold, Jacob  16
```

- You can export detailed scoring data for one assignment using the Export Scoring Data feature. For each student who has completed this assignment in any class, the file includes a line for each question on the assignment. Each line includes the student's name and ID, the assignment name, the question number, the student's answer, the correct answer, the points the student earned for the question, and the number of points possible. The file is in CSV format, which allows you to easily open the file in a spreadsheet program.

Follow the steps for the type of export you'd like to do.

### Exporting Results from One Class's Assignments in the Gradebook

By following the steps below, you can export students' scores from assignments in the Gradebook. Each student's overall score for the assignment is exported. (If you want detailed scoring data on each question, see page 107.)

The text file that is exported is tab-delimited so you can use it in a spreadsheet program.

- Click the **Gradebook** tab and choose your class (see page 81).
- Choose the assignment(s) for which you want to export results **A**:
  - To select one, click the assignment name at the top of the column.
  - To choose more than one, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the assignment names.
  - To choose a group of assignments, click the first name in the group, hold down the **Shift** key, and click the last name in the group.

AccelTest: Grade 3, Rossetti - Entire School Year

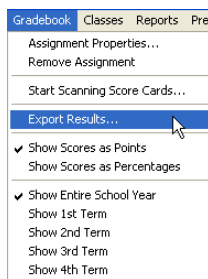
File Edit Assignments Responder Gradebook Classes Reports Preferences Window Help

Assignments Sessions **Gradebook** Classes

Grade 3, Rossetti All Subjects Add Assign

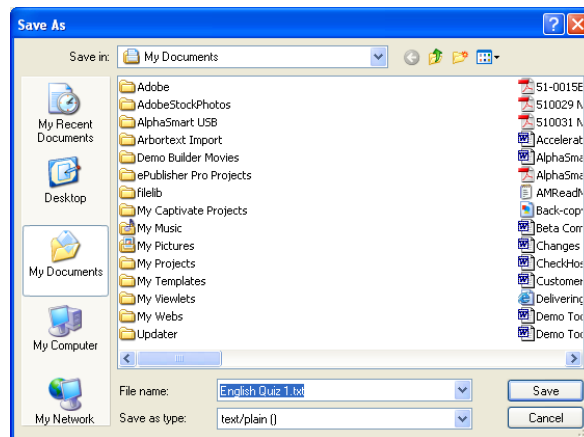
Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored	Rounding Number	Grade 3 Math, In Class	Music Notation, In Class	Number Patterns, In Class	Sentence Structure, In Class	
		10/25/2007	10/31/2007	5	8/6		16	4	17	16	
							12/8	12/8	12/0	12/0	
Students	ID	Status									Final Grade
Arnold, Jacob	113			5	16	4	Waiting	Pending	96.2	A	
Brooks, Matthew	114			4	15	4	Waiting	Pending	88.5	B+	
Davis, Rebekah	115			4	13	3	Waiting	Pending	76.9	C	
Espinosa, Johanna	116			4	13	4	Waiting	Pending	80.8	B-	
Greene, Nathan	117			3	14	4	Waiting	Pending	80.8	B-	
Khang, Bao	118			5	16	4	Waiting	Pending	96.2	A	
Ling, Lin Yao	119			5	15	4	Waiting	Pending	92.3	A-	
Mitchell, D'shon	120			4	17	4	Waiting	Pending	96.2	A	
Median				4	15	4			80.8	B-	

3. Click the **Gradebook** menu and choose **Export Results**.

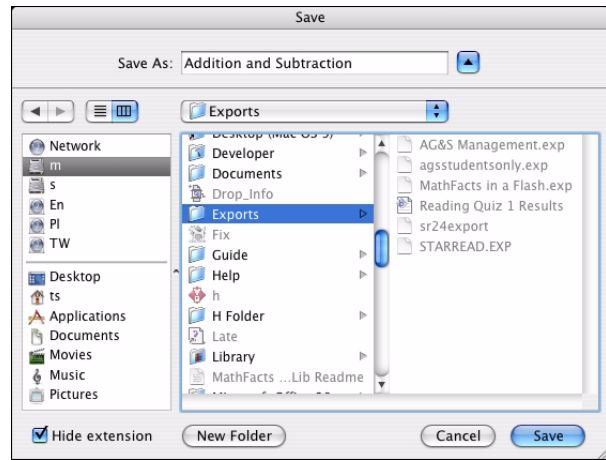


4. Choose the file location and name and save the file:

- **Windows computers:** Use the drop-down list at the top to choose the drive location. Open folders if necessary to choose the correct location. If you want to change the name of the file, click in the **File name** field and edit the name. When you're ready to save the file, click **Save**.



- **Macintosh computers:** The default location is shown. If you want to change that location, you may need to click the down arrow to see the file selection information. Scroll to the left to see a list of available drives; then, click the drive and folder where you want to save the file. If you want to change the name of the file, click in the text and edit it. When you've chosen the location and name, click **Save**.

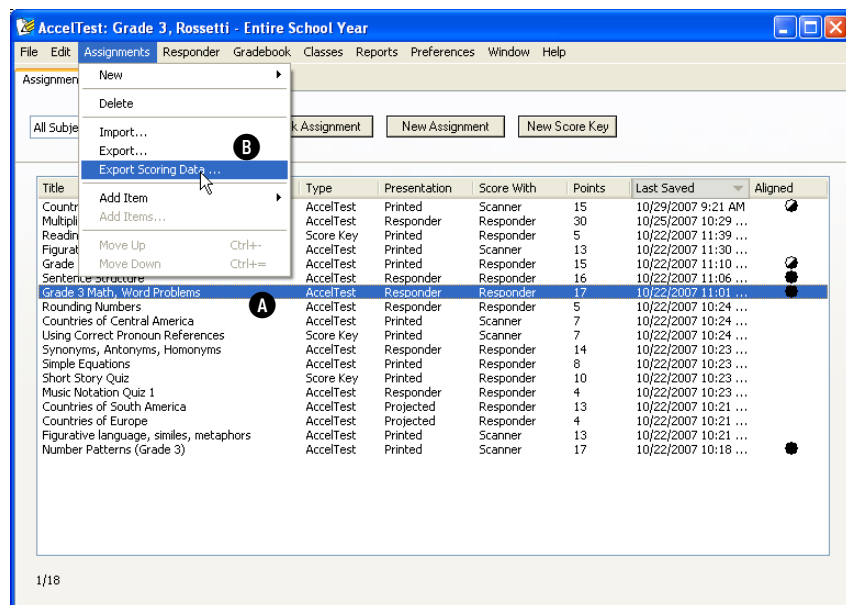


5. Click **OK** when the program notifies you that student results have been exported.

## Exporting Detailed Scoring Data for One Assignment and Multiple Classes

By following these steps, you can export detailed scoring data from one assignment. The file includes results from all classes. For each student, the file includes scoring data for each question on the assignment. The file is in .csv format so that you can easily open it in a spreadsheet program.

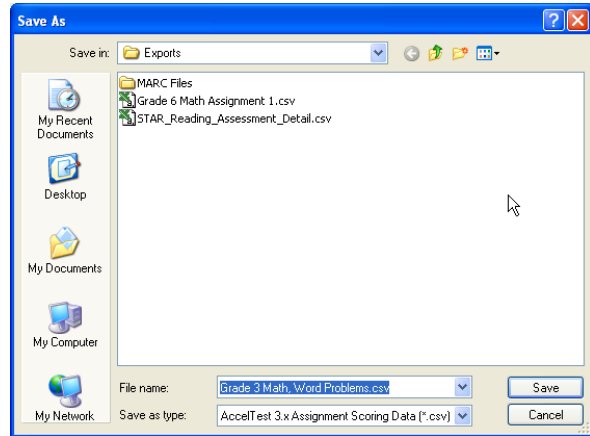
1. Click the **Assignments** tab in AccelTest.
2. Click the assignment for which you want to export scoring data **A**.



3. Click the **Assignments** menu and choose **Export Scoring Data** **B**.
4. Choose the file location and name and save the file:

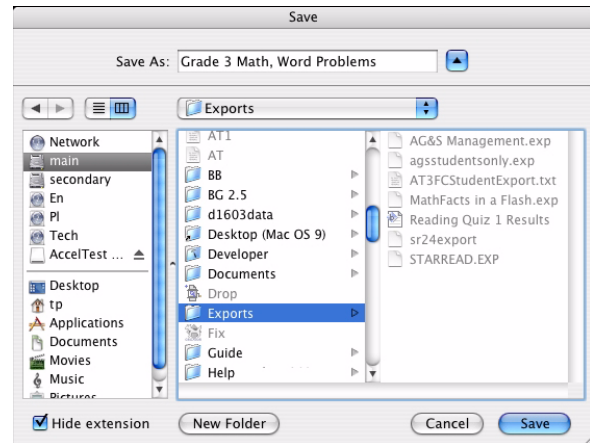
- **Windows**

**computers:** Use the drop-down list at the top to choose the drive location. Open folders if necessary to choose the correct location. If you want to change the name of the file, click in the file name field and edit the name. When you're ready to save the file, click **Save**.



- **Macintosh**

**computers:** The default location is shown. If you want to change that location, you may need to click the down arrow to see the file selection information. Scroll to the left to see a list of available drives; then, click the drive and folder where you want to save the file. If you want to change the name of the file, click in the text and edit it. When you've chosen the location and name, click **Save**.



5. Click **OK** when the program notifies you that student results have been exported.

## Unassigning Assignments



**When you unassign an assignment, it stays in your Gradebook unless you remove it; see page 110.**

By following these steps, you can unassign assignments for students. If the students have already completed the assignments, their scores will be lost.

1. View the Gradebook for a class (see page 81).
2. Select the assignment to unassign:
  - If you want to clear an assignment for all students in the Gradebook, click the name of the assignment **A**.

The screenshot shows the 'AccelTest: Grade 6, Rossetti - Entire School Year' window. The 'Gradebook' tab is active. The assignment 'Countries of Cer' is highlighted in the list. A circled 'A' points to the assignment name.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
Countries of Cer	In Class	10/3/2007	10/26/2007	7	23/0

Students	ID	Status	Final Grade
Arnold, Jacob	103	Waiting	
Brooks, Jamal	105	Waiting	
Camacho, Luis	107	Waiting	
Davis, Rebekah	109	Waiting	
Donne, Benjamin	111	Waiting	
Espinosa, Johanna	113	Waiting	
Fuller, Keisha	115	Waiting	
Greene, Nathan	117	Waiting	
Median			

- If you want to clear an assignment for one student, click where the column for the assignment and the student's row meet **B**. If you want to clear an assignment for a few students, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click this location for each student.

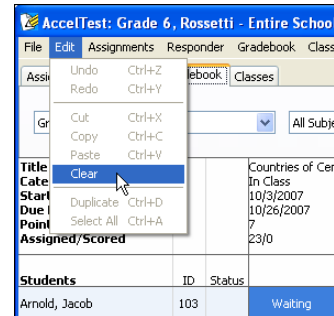
The screenshot shows the same 'AccelTest: Grade 6, Rossetti - Entire School Year' window. The 'Countries of Cer' assignment is still selected. A circled 'B' points to the intersection of the 'Waiting' status cell for 'Arnold, Jacob' and the 'Countries of Cer' column.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
Countries of Cer	In Class	10/3/2007	10/26/2007	7	23/0

Students	ID	Status	Final Grade
Arnold, Jacob	103	Waiting	
Brooks, Jamal	105	Waiting	
Camacho, Luis	107	Waiting	
Davis, Rebekah	109	Waiting	
Donne, Benjamin	111	Waiting	
Espinosa, Johanna	113	Waiting	
Fuller, Keisha	115	Waiting	
Greene, Nathan	117	Waiting	
Median			

3. Click the **Edit** menu and choose **Clear**.
4. The program will ask if you are sure that you want to remove the students' scores, even if the assignment has not yet been scored. To continue, click **Yes**. The assignment will no longer be assigned for those students, but it will remain in the Gradebook so you can assign it again later.



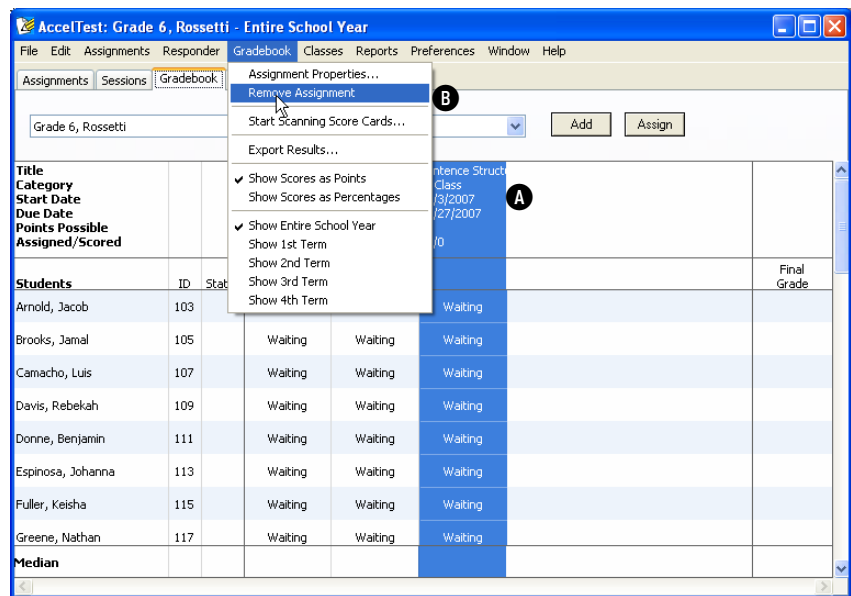
## Removing Assignments from the Gradebook



**If you want to export student scores before removing an assignment, see page 105.**

By following the steps below, you can remove an AccelTest assignment from a class Gradebook. When you do this, all student scores and assignment information are lost.

1. View the Gradebook for a class (see page 81).
2. Click the title of the assignment **A**.



3. Click the **Gradebook** menu and choose **Remove Assignment** **B**.
4. The program will remind you that student records will be lost. To continue, click **Yes**. The assignment will be removed from the Gradebook.

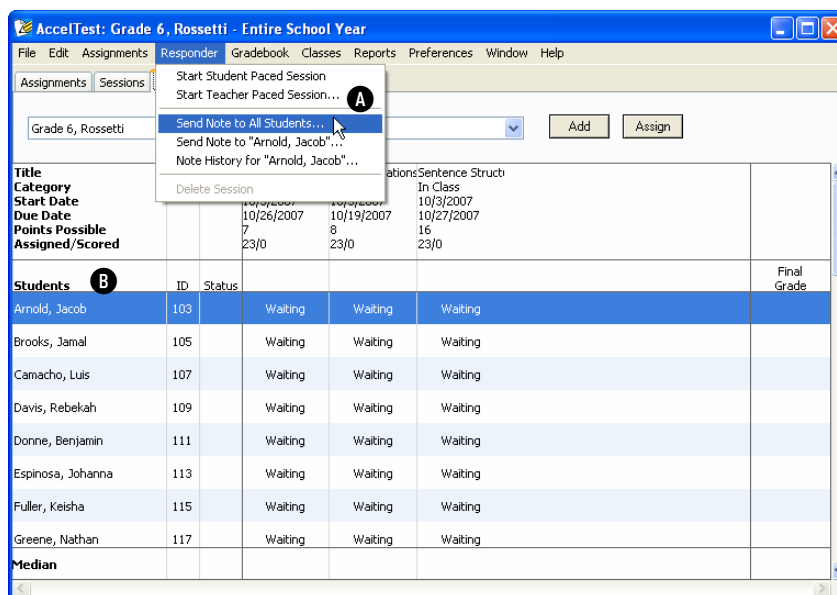
## Sending Notes to Students' Renaissance Responders

### How to Send Notes to Students

Follow the steps below to send notes to students using the Responder. Notes may remind students of Homework, tell them about grades, provide encouragement, or provide guidance.

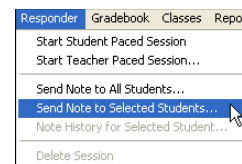
**You can only send notes to Responders that have assigned student owners (see page 14).** The program sends the note only to the Responder owned by the students you selected so that other students won't see notes that aren't meant for them.

1. View the Gradebook for a class (see page 81).

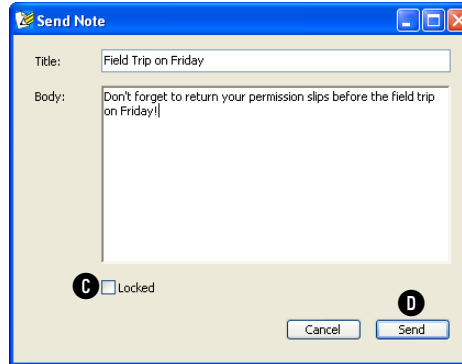


2. Choose who will receive the note:

- If you want to send the same note to all students, click the **Responder** menu and choose **Send Note to All Students** (A).
- If you want to send a note to one student, click the student's name in the Gradebook. Then, click the **Responder** menu and choose **Send Note to (the student's name)**.
- If you want to send a note to a few selected students, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the student names (B). You can select a group by clicking the first student name in the group, holding down the **Shift** key, and clicking the last student name in the group. Then, click the **Responder** menu and choose **Send Note to Selected Students**.

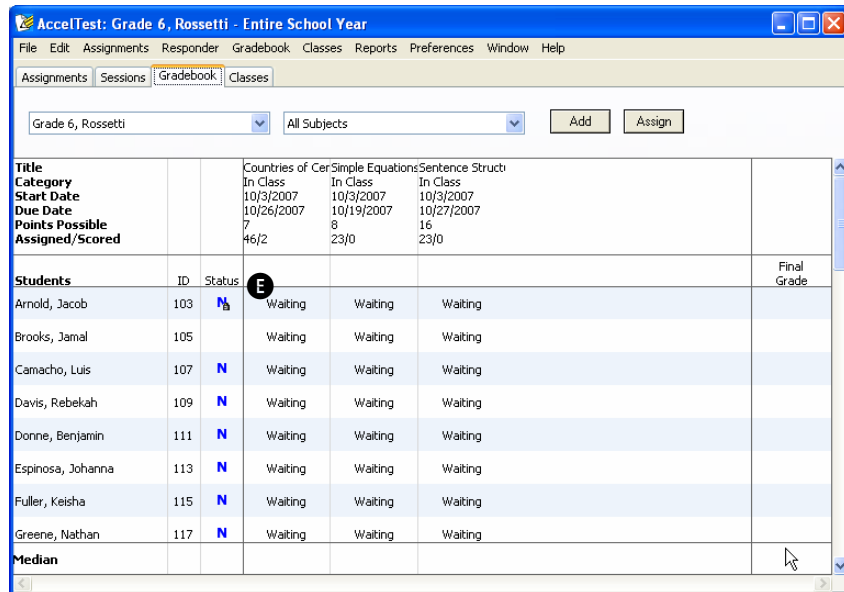


3. Enter a title for the note and the text (body) of the note. If you don't want to allow students to delete the note, click in the Locked box **C** to check the box. When you have finished, click **Send D**. The notes will be sent to the students you chose.



The 'Send Note' dialog box has a blue title bar with standard window controls. It contains two text input fields: 'Title' with the text 'Field Trip on Friday' and 'Body' with the text 'Don't forget to return your permission slips before the field trip on Friday!'. Below the body text is a checkbox labeled 'Locked' with a circled 'C' next to it. At the bottom right are two buttons: 'Cancel' and 'Send' (with a circled 'D' next to it).

After you send a note, you'll see an **N** in the Status column for the students **E**. (For locked notes, you'll see a lock at the lower-right corner of the N.) When the student has read the note on his or her Responder as described below, the **N** will disappear.



The window shows the 'Gradebook' tab. At the top, there are dropdown menus for 'Grade 6, Rossetti' and 'All Subjects', along with 'Add' and 'Assign' buttons. Below this is a table with columns for 'Title', 'Category', 'Start Date', 'Due Date', 'Points Possible', and 'Assigned/Scored'. The table contains data for 'Countries of Cer', 'Simple Equations', and 'Sentence Struct'. Below this is a 'Students' table with columns for 'ID', 'Status', and 'Final Grade'. The 'Status' column shows a blue 'N' with a lock icon (labeled 'E') for each student. The 'Final Grade' column is empty for all students.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
Countries of Cer	In Class	10/3/2007	10/3/2007	10/3/2007	
Simple Equations	In Class	10/26/2007	10/19/2007	10/27/2007	
Sentence Struct	In Class	7	8	16	
		46/2	23/0	23/0	

Students	ID	Status	Final Grade
Arnold, Jacob	103	N	
Brooks, Jamal	105	N	
Camacho, Luis	107	N	
Davis, Rebekah	109	N	
Donne, Benjamin	111	N	
Espinosa, Johanna	113	N	
Fuller, Keisha	115	N	
Greene, Nathan	117	N	



## How Students Get and Read Notes on Their Responders

Students follow these steps to view notes from their teachers on the Responder. Students can only view their notes on the Responders they own.

1. If the Responder isn't already on, press the **On/Off** button.
  2. The student must enter his/her Personal Identification Number (PIN) and press **Enter**. If you haven't changed it, the PIN is **1212**.
  3. On the menu, the student must press ▼ to scroll down to **Synchronize** and press **Select**. When synchronization is finished, the Responder will show how many new homework assignments and notes were downloaded and how many files were submitted from the Responder.
  4. The student can press any key to continue.
  5. In the menu, the student must press ▲ to scroll up to **Notes** and then press **Select**. The Notes screen will list the titles of the notes the student has so far.
  6. To view a note, the student can use the arrow keys to scroll to it; then, press **Select**. The note will appear on the student's screen.
  7. After reading the note, the student must press **Menu** to go back to the main screen.
- If the note is not locked, the Responder will ask if the student wants to keep it. The student must then press either **yes True** to keep it or **no False** to delete it. Then, the student must press **Select**.

## How Teachers View the Note History for a Student, Change Notes, and Delete Notes

Follow these steps to view a history of the notes that have been sent to a student:

1. In AccelTest, view the Gradebook for a class (see page 81).
2. Click the name of one student **A**.



*You can only choose one student because you can only view one student's note history at a time.*

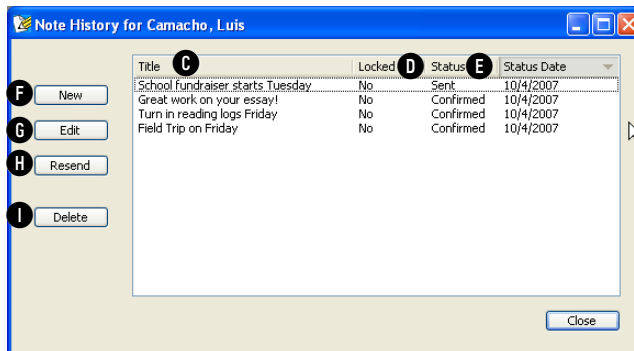
The screenshot shows the 'AccelTest: Grade 6, Rossetti - Entire School Year' window. The 'Responder' menu is open, and the option 'Note History for "Camacho, Luis"...' is selected, indicated by a circled 'B'. The main window displays a table with student information and their note history.

Title	Category	Start Date	Due Date	Points Possible	Assigned/Scored
		10/26/2007	10/19/2007	10/27/2007	
		7	8	16	
		46/2	23/0	23/0	

Students	ID	Status	Waiting	Waiting	Waiting	Final Grade
Arnold, Jacob	103	N	Waiting	Waiting	Waiting	
Brooks, Jamal	105		Waiting	Waiting	Waiting	
Camacho, Luis	107	N	Waiting	Waiting	Waiting	
Davis, Rebekah	109	N	Waiting	Waiting	Waiting	
Donne, Benjamin	111	N	Waiting	Waiting	Waiting	
Espinosa, Johanna	113	N	Waiting	Waiting	Waiting	
Fuller, Keisha	115	N	Waiting	Waiting	Waiting	
Greene, Nathan	117	N	Waiting	Waiting	Waiting	
Median						

- Click the **Responder** menu and choose **Note History for (the student's name)** (B on the previous page). The Note History will show you the notes you've sent to this student so far.



**Students don't see new notes or changed notes right away; they have to synchronize first. See page 113.**

- C You can re-sort the list by clicking one of the column headings. The dark column heading shows you how the list is sorted. In this example, the list is sorted by the date when the status changed. You could click the **Title** heading to sort the list by note title.
- D Locked notes can't be deleted by students.
- E In the status, "Sent" means you've sent the note, but you don't have confirmation that the student read it. "Confirmed" means the student has seen the note on the Responder. "Deleted" means you have deleted the note in the Note History; it does not mean the student has deleted the note. You may have deleted the note before or after the student saw it.
- F Click **New** if you want to send a new note to the student.
- G If you want to change a note, click the note first in the list; then, click **Edit**. Make your changes and click **Send**. When you change a note, the note will be sent again, and it will appear more than once in the note history. The original note will have the status "Deleted."
- H To resend a note without changing it, click the note in the list and click **Resend**. Since you are re-sending the same note, it won't appear more than once in the note history.
- I To delete a note, click the note in the list and click **Delete**.

- When you have finished viewing the note history, click **Close**.

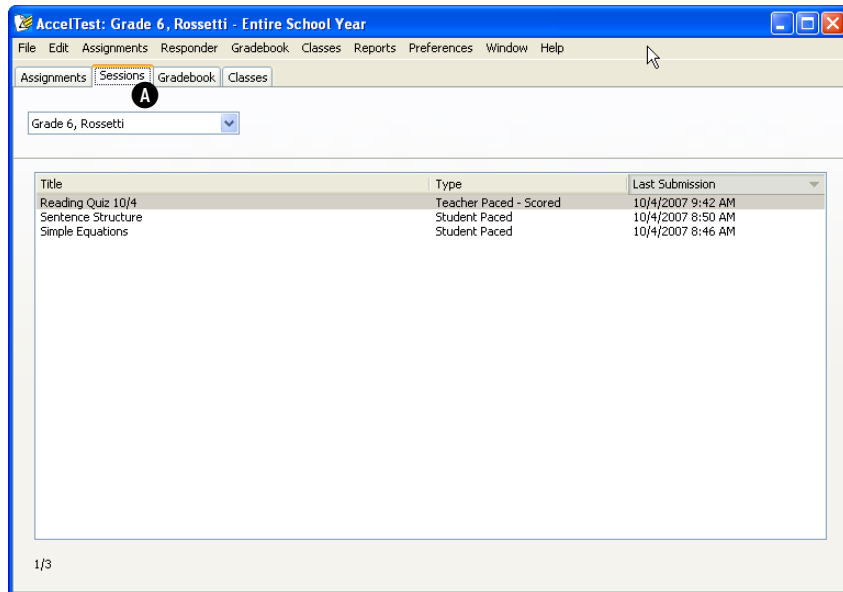
# USING SESSIONS

## What Are Sessions?

In the AccelTest software, the **Sessions** tab **A** lets you view and start sessions. Sessions help teachers monitor in-class student work that is done with the Responder.



**The Sessions tab does not show AccelScan Scanning sessions.** For more about AccelScan scoring, see page 92.



There are two types of sessions:

- **Student-paced sessions:** When you start a student-paced session, students can work on any of the Responder assignments that are assigned to them in the Gradebook except Homework, which is done separately. In a student-paced session, students don't need to wait for the teacher to ask a question; they can answer the questions that are sent to them on the Responder or that they see on a printed copy of the assignment. The AccelTest software automatically scores the student's submitted responses. During a session, teachers can see which students are working on assignments and how many questions they have answered so far.
- **Teacher-paced sessions:** Use teacher-paced sessions for work that you want your students to do together in class. Students must wait until teachers ask and send each question. **The assignments used in teacher-paced sessions shouldn't be added to the Gradebook beforehand;** AccelTest will add them after you finish the session, and it will automatically score the students' responses. During a session, teachers may see which students have responded to each question and how many have answered the questions correctly.

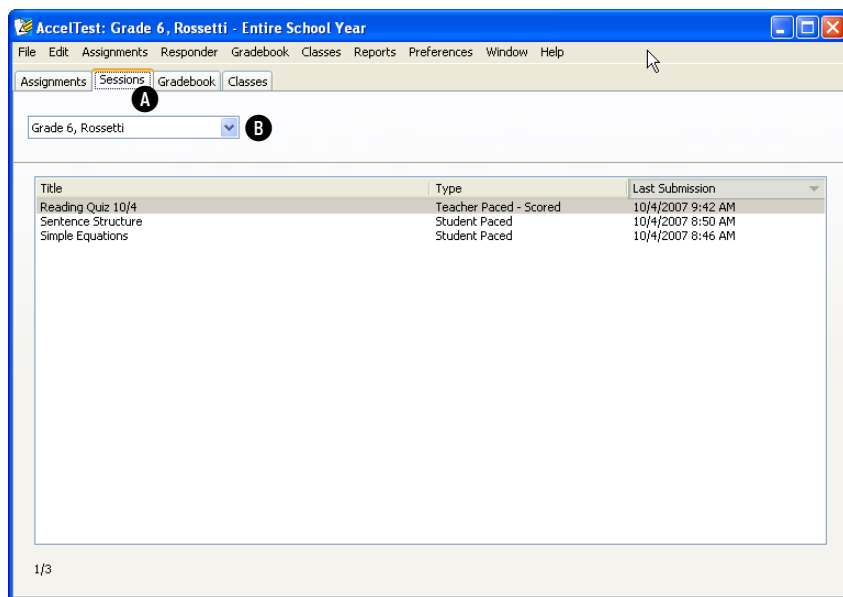
## Using the Teacher-Paced Session

Use teacher-paced sessions when you want students to use their Responders to complete the same assignment at the same time in class.

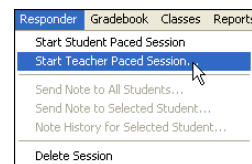
**Do not add this assignment to the Gradebook first.** Assignments that you use in teacher-paced sessions will be added to the Gradebook as you complete each session. (If you do more than one session for different students, the assignment will be added to the Gradebook once for each session.)

Follow these steps to use a teacher-paced session for in-class work:

1. In AccelTest, click the **Sessions** tab **A**.



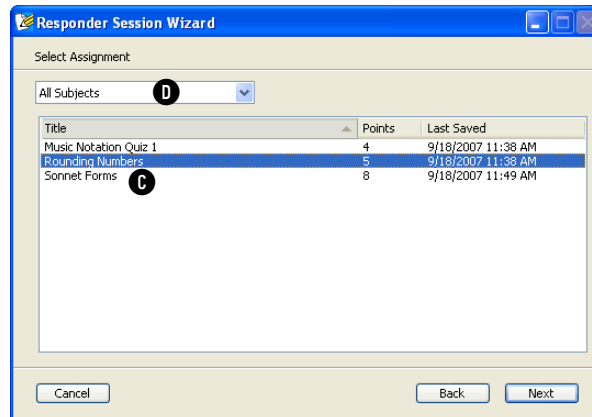
2. Choose your class from the drop-down list **B**.
3. Click the **Responder** menu and choose **Start Teacher-Paced Session**. The Responder Session Wizard will start.
4. Click one of the options to choose the type of assignment; then, click **Next**. Then, follow the instructions for the type of assignment you chose.



- Projection assignments are those that you chose to present with a projector when you created the assignments. See page 117 to continue if you chose a projection assignment.
- Existing assignments are other assignments you've created in AccelTest. If you chose an existing assignment, see page 120 to continue.
- Verbal questions are for in-class work that you want to do without creating an AccelTest assignment. If you chose verbal questions, see page 123 to continue.
- PowerPoint slides are an option on Windows computers only. If you chose PowerPoint slides, see page 126 to continue.

## Starting a Session for Projected Assignments

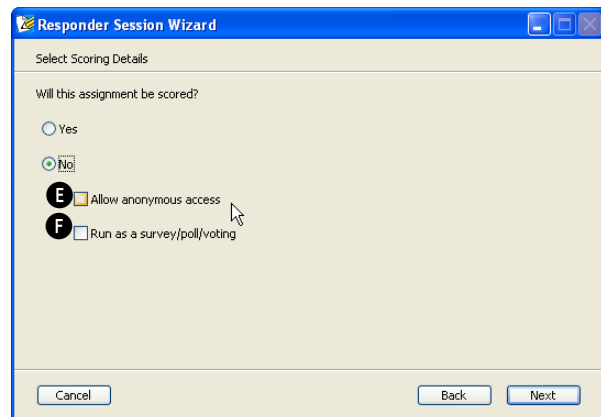
- Click the assignment that you want to use in this session **C**. (If necessary, you can choose a subject from the drop-down list **D** to make an assignment easier to find.) Then, click **Next**.



- Next, choose whether you want the assignment to be scored.

If you choose **No**, you can check the first box **E** if you want to allow an anonymous login, which means students don't need to identify themselves to participate. You can check the second box **F** if you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

When you're ready to continue, click **Next**.



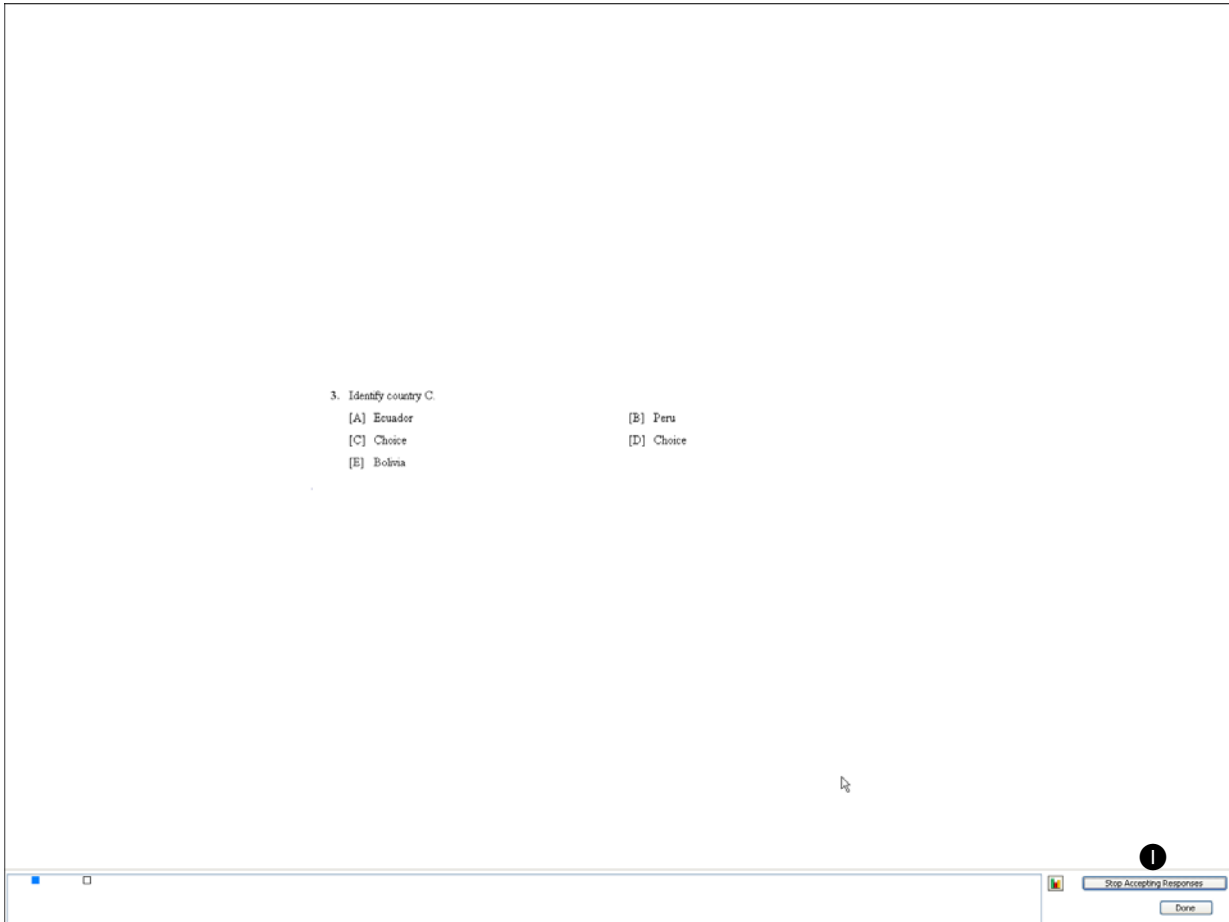


**You can add assignment categories using the Categories preference; see page 143.**

7. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the **Category** drop-down list **G** to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided **H** to designate an assignment as an exam or extra credit. (For more on this, see page 103.) When you're ready to continue, click **Next**.

8. Read the Summary to make sure it lists the options you want; then, click **Done**.
9. The session window will open. Tell your students to turn on their Responders. If the Responders are owned by the students and the assignment will be scored, they'll also need to enter their Personal Identification Numbers (PINs).
10. Once the Responders are on and the students see the menu, the students should press **Select** to choose **Join Session**. If necessary, the student should choose the correct Receiver or choose to stay connected to the Receiver. If the Responders are not owned, and you didn't choose anonymous access, the student will be asked to enter the student ID that is shown in the Gradebook.
11. The Responders will tell students to wait until you (the teacher) tell them to press **Enter**. Click **Send Question** in the Teacher-Paced Session window to show the first question.
12. Tell your students to press **Enter** on their Responders to start the assignment. When they have read the question, they can press a response on their Responders and then press **Enter**.

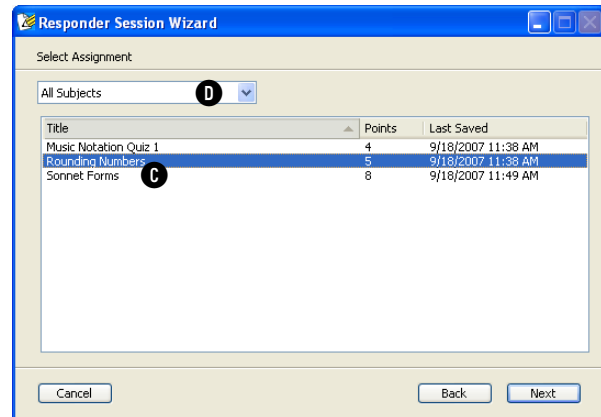
13. Wait for your students to answer the question. When you're ready to go on, click **Stop Accepting Responses** ❶ in the session window.



14. Repeat steps 11–13 for each question on the assignment.
15. Click **Done** after you've accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.
- You'll see the session that you've just completed in the list on the Sessions tab. In your Gradebook, you'll see that the assignment has been added if you chose to score the assignment, and the students' scores are shown.
16. Tell your students to press **Enter** one more time to finish the assignment.

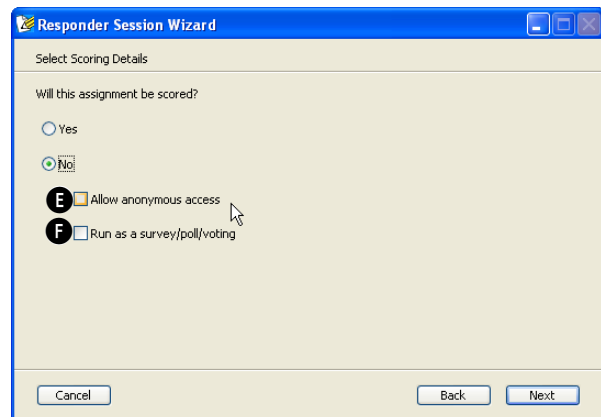
## Starting a Session for Existing Assignments

- Click the assignment that you want to use in this session **C**. (If necessary, you can choose a subject from the drop-down list **D** to make an assignment easier to find.) Then, click **Next**.



- Next, choose whether you want the assignment to be scored.

If you choose **No**, you can check the first box **E** if you want to allow an anonymous login, which means students don't need to identify themselves to participate. You can check the second box **F** if you want to use



this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

When you're ready to continue, click **Next**.



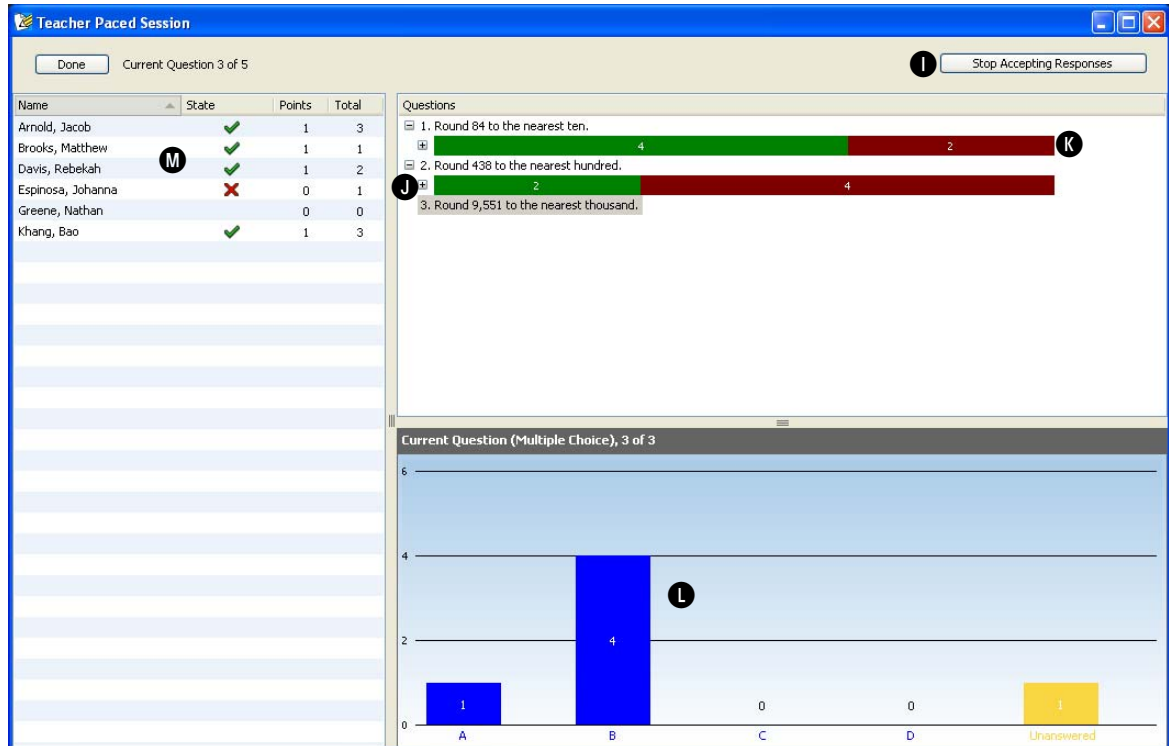


**You can add assignment categories using the Categories preference; see page 143.**

7. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the **Category** drop-down list **G** to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided **H** to designate an assignment as an exam or extra credit. (For more on this, see page 103.) When you're ready to continue, click **Next**.

8. Read the Summary to make sure it lists the options you want; then, click **Done**.
9. The session window will open. Tell your students to turn on their Responders. If the Responders are owned by the students and the assignment will be scored, they'll also need to enter their Personal Identification Numbers (PINs).
10. Once the Responders are on and the students see the menu, the students should press **Select** to choose **Join Session**. If necessary, the student should choose the correct Receiver or choose to stay connected to the Receiver. If the Responders are not owned, and you didn't choose anonymous access, the student will be asked to enter the student ID that is shown in the Gradebook. As students join the session (and enter their IDs if necessary), you'll see them listed on the left side of the session window (see **M** on the next page).
11. The Responders will tell students to wait until you (the teacher) tell them to press Enter. Click **Send Question** in the Teacher-Paced Session window to show the first question.
12. Tell your students to press **Enter** on their Responders to start the assignment. When they have read the question, they can press a response on their Responders and then press **Enter**.

13. Wait for your students to answer the question. When you're ready to go on, click **Stop Accepting Responses** **I** in the session window. (Notice the viewing options you have during the session; they are described below.)



- I** Click **Send Question** to send a new question to the students. Press **Stop Accepting Responses** when the time is up for this question and you want to go on to the next question.
- J** Click **+** next to a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green.
- K** If the assignment is being scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn't answer the question (yellow).
- L** For the current question, use the graph to see how many students have chosen each answer and how many haven't chosen an answer.
- M** Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.

14. Repeat steps 11–13 for each question on the assignment.
15. Click **Done** after you've accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.  
You'll see the session that you've just completed in the list on the Sessions tab. In your Gradebook, you'll see that the assignment has been added if you chose to score the assignment, and the students' scores are shown.
16. Tell your students to press **Enter** one more time to finish the assignment.

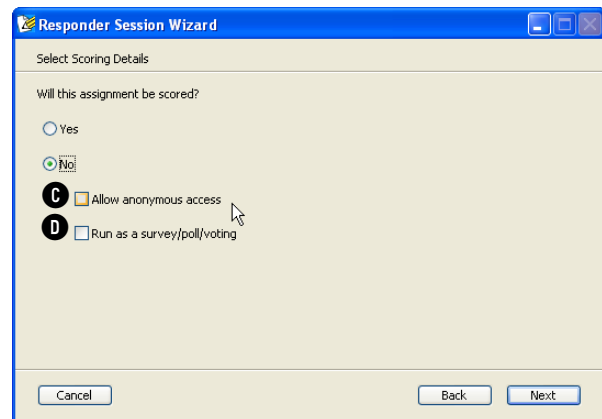
## Starting a Session for Verbal Questions

5. Choose whether you want the assignment to be scored.

If you choose **No**, you can check the first box **C** if you want to allow an anonymous login, which means students don't need to identify themselves to participate. You can check the second box **D** if you want to use this session for a

survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

When you're ready to continue, click **Next**.



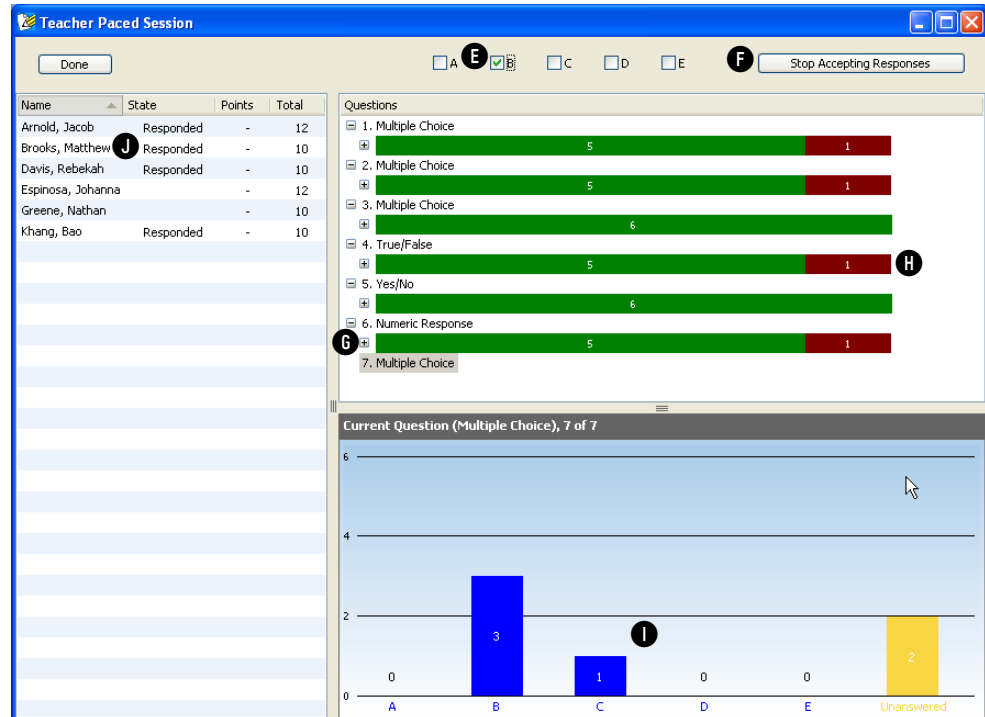


**You can add assignment categories using the Categories preference; see page 143.**

6. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Enter the title, choose a subject, and enter the number of points to award for each item. Click the **Category** drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 103.) When you're ready to continue, click **Next**.

7. Read the Summary to make sure it lists the options you want; then, click **Done**.
8. The session window will open. Tell your students to turn on their Responders. If the Responders are owned by the students and the assignment will be scored, they'll also need to enter their Personal Identification Numbers (PINs).
9. Once the Responders are on and the students see the menu, the students should press **Select** to choose **Join Session**. If necessary, the student should choose the correct Receiver or choose to stay connected to the Receiver. If the Responders are not owned, and you didn't choose anonymous access, the student will be asked to enter the student ID that is shown in the Gradebook. As students join the session (and enter their IDs if necessary), you'll see them listed on the left side of the session window (J). The Responders will tell students to wait until you (the teacher) tell them to press **Enter**.
10. Click the type of question that you want in the top-right portion of the session window:
  - **ABC** is multiple-choice
  - **TF** is true/false
  - **YN** is yes/no
  - **123** is numeric response
11. Click or type the correct response.
12. Tell your students to press **Enter** on their Responders to start the assignment. When they have read the question, they can press a response on their Responders and then press **Enter**.

13. Wait for your students to answer the question. When you're ready to go on, click **Stop Accepting Responses** **F** in the session window. (Notice the viewing options you have during the session; they are described below.)

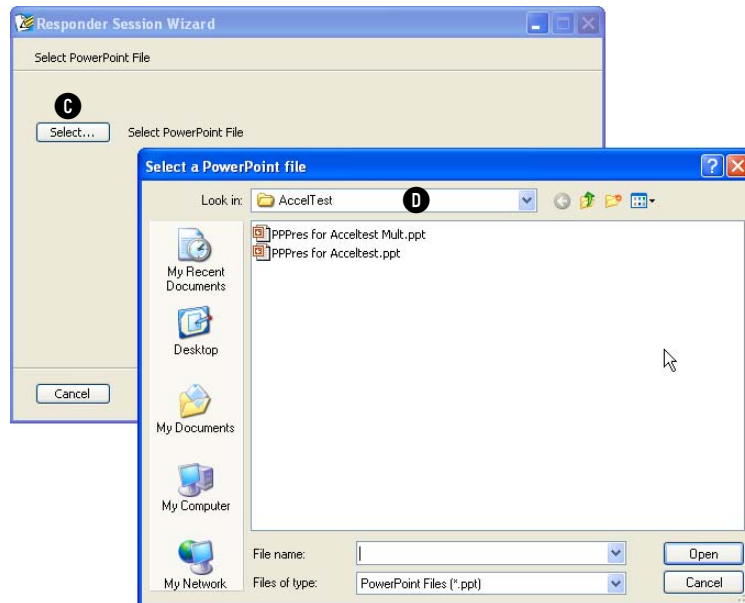


- E** For multiple-choice questions, check the correct answer(s). For true/false or yes/no questions, click the correct answer. For numeric-response questions, type the correct number.
- F** Click **Stop Accepting Responses** when the time is up for this question and you want to go on to the next question.
- G** Click **+** next to a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green.
- H** If the assignment is being scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn't answer the question (yellow).
- I** For the current question, use the graph to see how many students have chosen each answer and how many haven't chosen an answer.
- J** Use the list on the left to see which students have responded.

14. Repeat steps 10–13 for each question on the assignment.
15. Click **Done** after you've accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.  
You'll see the session that you've just completed in the list on the Sessions tab. In your Gradebook, you'll see that the assignment has been added if you chose to score the assignment, and the students' scores are shown.
16. Tell your students to press **Enter** one more time to finish the assignment.

## Starting a Session for PowerPoint Slides (Windows Only)

5. Click **Select** **C**, and use the drop-down list at the top of the window **D** to choose the drive where you can find the file. When you've found the file, click it once; then, click **Open**. Click **Next** to continue.



6. When the program asks you whether to use an existing assignment or verbal questions, click a choice and click **Next**.

If you chose to use an existing assignment, see page 127.

If you chose to use verbal questions, see page 130.

## PowerPoint Sessions with an Existing Assignment

7. Click the assignment that you want to use in this session **E**. (If necessary, you can choose a subject from the drop-down list **F** to make an assignment easier to find.) Then, click **Next**.

The 'Select Assignment' screen shows a dropdown menu for 'All Subjects' (labeled F) and a table of assignments. The 'Rounding Numbers' assignment is selected (labeled E).

Title	Points	Last Saved
Music Notation Quiz 1	4	9/18/2007 11:38 AM
Rounding Numbers	5	9/18/2007 11:38 AM
Sonnet Forms	8	9/18/2007 11:49 AM

8. Next, choose whether you want the assignment to be scored.

If you choose **No**, you can check the first box **G** if you want to allow an anonymous login, which means students don't need to identify themselves to participate. You can check the second box **H** if you want to use

The 'Select Scoring Details' screen asks 'Will this assignment be scored?'. The 'Yes' radio button is selected. There are checkboxes for 'Allow anonymous access' (labeled G) and 'Run as a survey/poll/voting' (labeled H).

this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.


When you're ready to continue, click **Next**.

9. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the **Category** drop-down list **I** to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided **J** to designate an assignment as an exam or extra credit. (For more on this, see page 103.) When you're ready to continue, click **Next**.

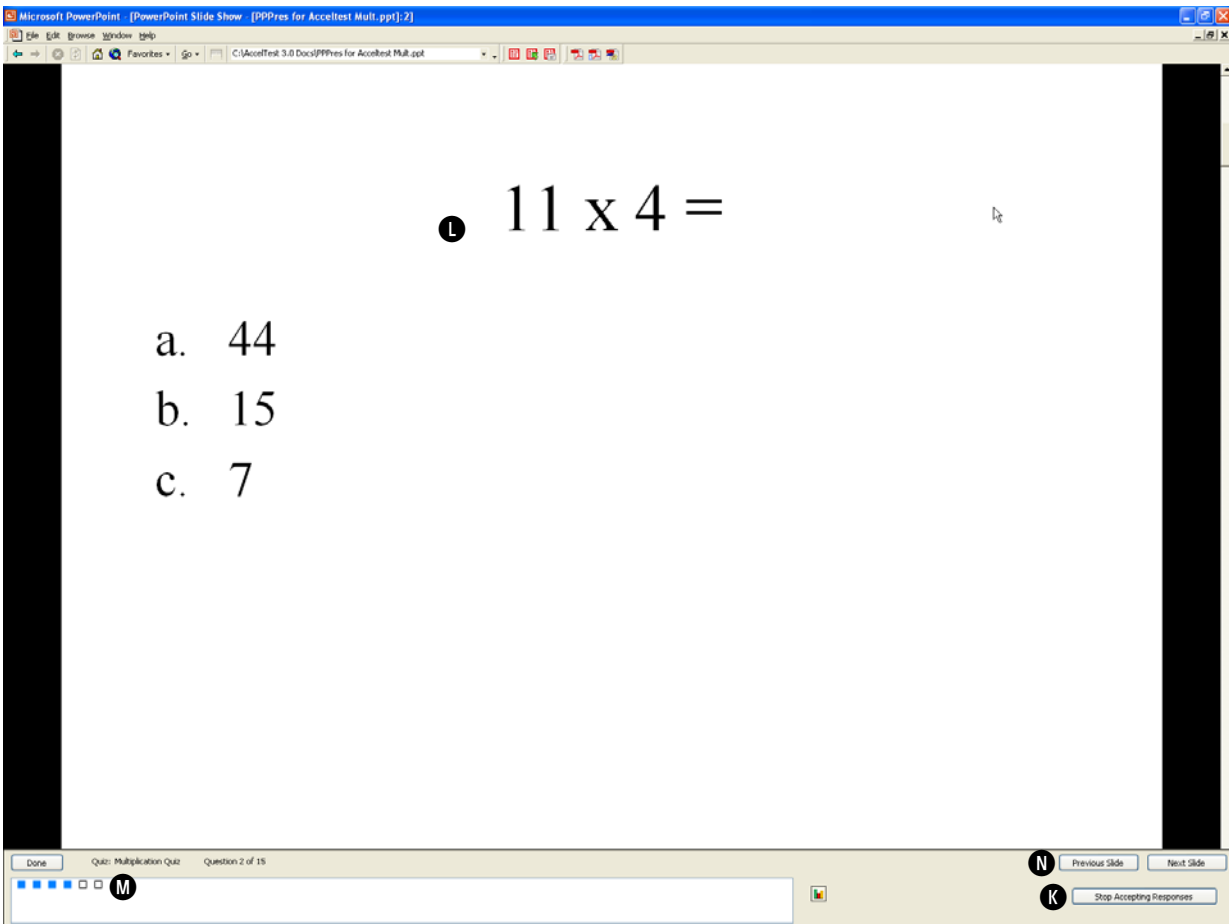
The 'Enter Assignment Details' screen has a 'Category' dropdown menu (labeled I) set to 'In Class'. There are checkboxes for 'Assignment is extra credit' (labeled J) and 'Assignment is an exam'.



**You can add assignment categories using the Categories preference; see page 143.**

10. Read the Summary to make sure it lists the options you want; then, click **Done**.
11. The session window will open; the window will show the first slide in your PowerPoint presentation. Tell your students to turn on their Responders. If the Responders are owned by the students, they'll also need to enter their Personal Identification Numbers (PINs).
12. Once the Responders are on and the students see the menu, the students should press **Select** to choose **Join Session**. If necessary, the student should choose the correct Receiver or choose to stay connected to the Receiver. If the Responders are not owned, and you didn't choose anonymous access, the student will be asked to enter the student ID that is shown in the Gradebook.
13. The Responders will tell students to wait until you (the teacher) tell them to press **Enter**. Click **Send Question** in the Teacher-Paced Session window to show the first question.
14. Tell your students to press **Enter** on their Responders to start the assignment. When they have read the question, they can press a response on their Responders and then press **Enter**.
15. Wait for your students to answer the question. When you're ready to go on, click **Stop Accepting Responses**  in the session window. (Notice the viewing options you have during the session; they are described on the next page.)





**K** Click **Send Question** to send a new question to the students. Click **Stop Accepting Responses** when the time is up for this question and you want to go on to the next question.

**L** One slide from the PowerPoint presentation is shown.

**M** These squares show how many of the connected students have answered the question.

**N** Click **Next Slide** or **Previous Slide** to go to another slide.

**16.** Repeat steps 13–15 for each question on the assignment.

**17.** Click **Done** after you've accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.

You'll see the session that you've just completed in the list on the Sessions tab. In your Gradebook, you'll see that the assignment has been added if you chose to score the assignment, and the students' scores are shown.

**18.** Tell your students to press **Enter** one more time to finish the assignment.

## PowerPoint Sessions with Verbal Questions

7. Choose whether you want the assignment to be scored.

If you choose **No**, you can check the first box **E** if you want to allow an anonymous login, which means students don't need to identify themselves to participate. You can check the second box **F** if you want to use this session for a

survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

When you're ready to continue, click **Next**.

8. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Enter the title, choose a subject, and enter the number of points to award for each item. Click the

**Category** drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can

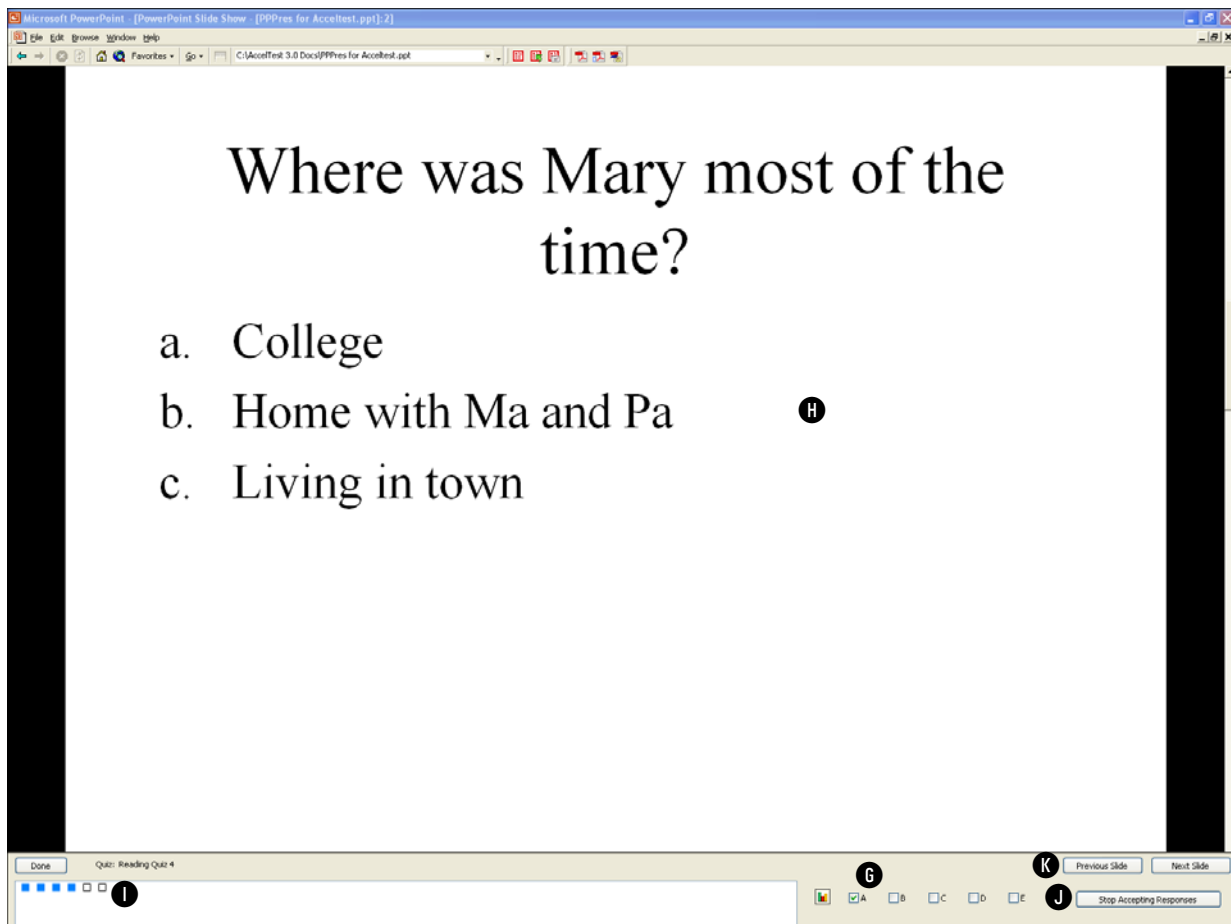
also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 103.) When you're ready to continue, click **Next**.



**You can add assignment categories using the Categories preference; see page 143.**

9. Read the Summary to make sure it lists the options you want; then, click **Done**.
10. The session window will open. Tell your students to turn on their Responders. If the Responders are owned by the students and the assignment will be scored, they'll also need to enter their Personal Identification Numbers (PINs).
11. Once the Responders are on and the students see the menu, the students should press **Select** to choose **Join Session**. If necessary, the student should choose the correct Receiver or choose to stay connected to the Receiver. If the Responders are not owned, and you didn't choose anonymous access, the student will be asked to enter the student ID that is shown in the Gradebook. The Responders will tell students to wait until you (the teacher) tell them to press **Enter**.

12. Click the type of question you want in the top right portion of the session window:
  - **ABC** is multiple-choice
  - **TF** is true/false
  - **YN** is yes/no
  - **123** is numeric response
13. Click or type the correct response.
14. Tell your students to press **Enter** on their Responders to start the assignment. When they have read the question, they can press a response on their Responders and then press **Enter**.
15. Wait for your students to answer the question. When you're ready to go on, click **Stop Accepting Responses** **J** in the session window. (Notice the viewing options you have during the session; they are described below.)



- G** For multiple-choice questions, check the correct answer(s). For true/false or yes/no questions, click the correct answer. For numeric-response questions, type the correct number.
- H** The window shows one slide from your presentation.
- I** These squares show how many of the connected students have answered the question.
- J** Click **Stop Accepting Responses** when the time is up for this question and you want to go on to the next question.
- K** Click **Next Slide** or **Previous Slide** to go to another slide.

16. Repeat steps 12–15 for each question on the assignment.
17. Click **Done** after you've accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.  
You'll see the session that you've just completed in the list on the Sessions tab. In your Gradebook, you'll see that the assignment has been added if you chose to score the assignment, and the students' scores are shown.
18. Tell your students to press **Enter** one more time to finish the assignment.

## Using the Student-Paced Sessions

Student-paced sessions allow students to work on anything that has been assigned to them in the class Gradebook except for Homework. Students can complete these assignments without needing the teacher to lead the session or send the questions one by one.

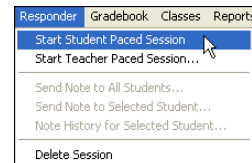


**Students don't need to own their Responders to participate in a student-paced session.** If they don't own their Responders, students will be asked to enter the ID numbers shown in the Gradebook. If they do own their Responders, the Responder will remember the student's ID, and the student won't have to enter it again.

Follow these steps to start a student-paced sessions so students can use the Responder to complete assignments:

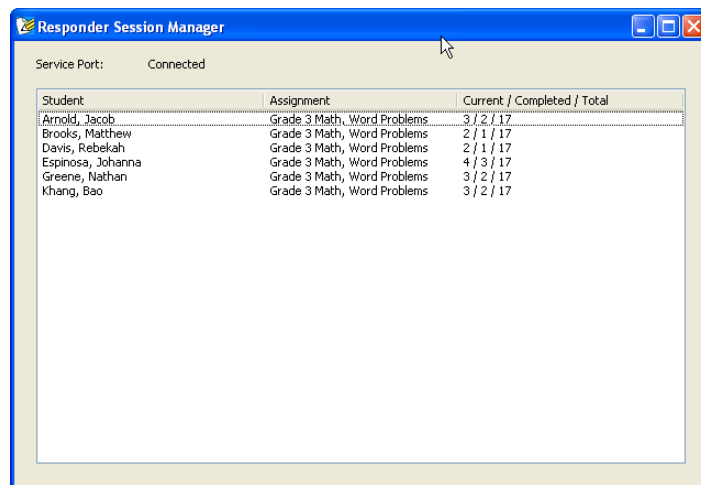
1. In AccelTest, click the **Responder** menu and choose **Start Student Paced Session**. The Responder Session Manager window will open.
2. The student must start the Responder by pressing the **On/Off** button.
3. If the student owns the Responder, the Responder will ask the student to enter his or her Personal Identification Number (PIN). The student must enter the PIN and press **Enter**. (The default PIN for each student is **1212** if you have not changed the PIN.)
4. In the Responder menu, **Join Session** is highlighted; the student must press the **Select** button. If necessary, the student must choose a Receiver or confirm that the Responder should stay connected to the selected Receiver.
5. If the student does not own the Responder, it will ask the student to enter his or her ID. If students don't have their IDs, you can find them in the Gradebook.
6. If the student only has one non-Homework assignment available in the Gradebook, the Responder will ask if the student is ready to work on the assignment. The student should press the **yes (True)** button and then press **Enter**.  
If the student has more than one non-Homework assignment in the Gradebook, the Responder will ask the student to choose the assignment to work on. The student must press the letter for an assignment and press **Enter**.
7. The Responder will show the student the questions in the assignment, one by one. The student must choose or enter the answer to each question and then press **Enter**. If the assignment has short answer or essay questions, the student must answer those questions on paper.

If the student wants to go to a specific question, he or she can press **Select**, enter the question number, and press **Enter**.



8. After the student answers the last question, the Responder will ask if the student is ready to submit the work. If so, the student must press **yes (True)** and then press **Enter**. If not, the student must press **no (False)** and press **Enter**, and the Responder will show each question again so the student can change his or her answers.
9. After the student completes the assignment, if you've chosen to turn on student feedback, the Responder will show the student his or her score in points and percentage; the student can press any key.
10. The Responder will show Session Complete after the student finishes the assignment. The Responder will return to the main menu, and the student can repeat steps 4–8 to complete other assignments.
11. The teacher can see which students are connected in the Responder Session Manager window.

As students choose and work on assignments, the window will show the teacher which assignment each student is working on, the question number the student is viewing, the number of items on the assignment, and the number the student has completed.



The screenshot shows a window titled "Responder Session Manager" with a status bar indicating "Service Port: Connected". Below this is a table with three columns: "Student", "Assignment", and "Current / Completed / Total".

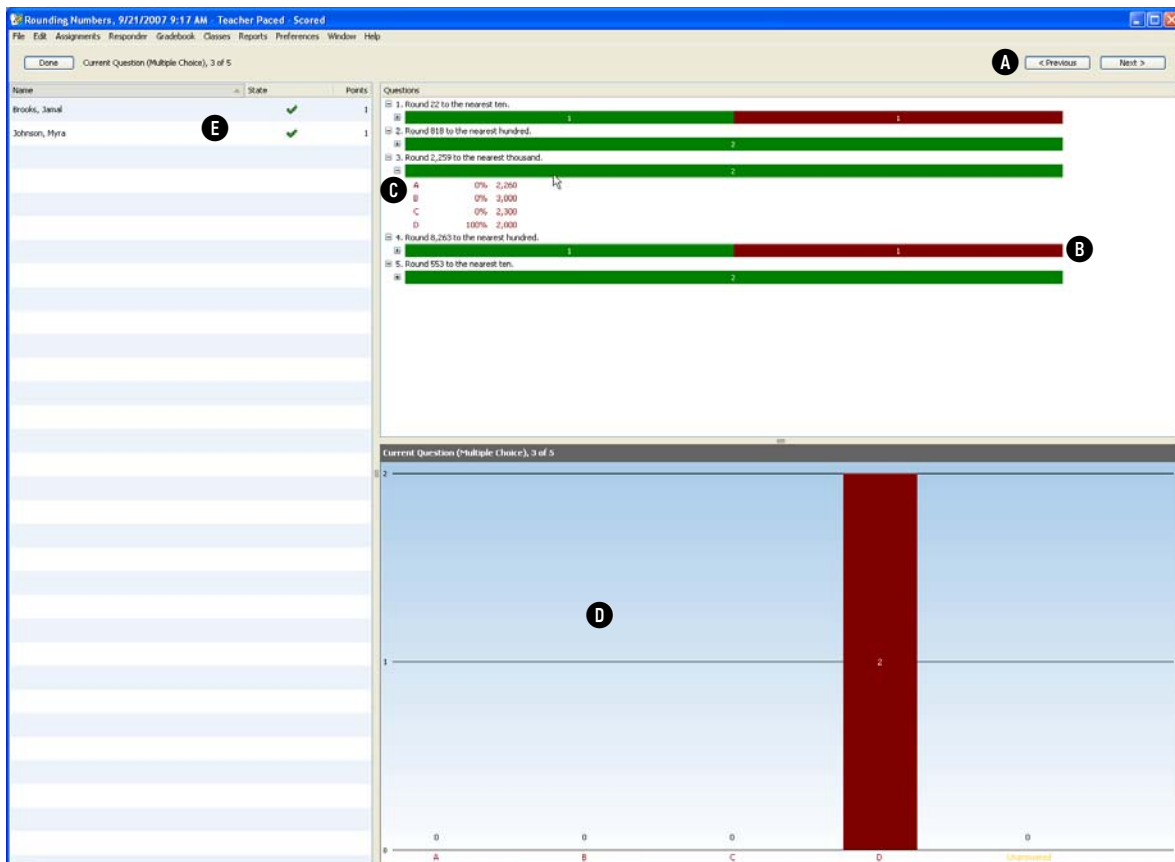
Student	Assignment	Current / Completed / Total
Arnold, Jacob	Grade 3 Math, Word Problems	3 / 2 / 17
Brooks, Matthew	Grade 3 Math, Word Problems	2 / 1 / 17
Davis, Rebekah	Grade 3 Math, Word Problems	2 / 1 / 17
Espinosa, Johanna	Grade 3 Math, Word Problems	4 / 3 / 17
Greene, Nathan	Grade 3 Math, Word Problems	3 / 2 / 17
Khang, Bao	Grade 3 Math, Word Problems	3 / 2 / 17

12. When students have finished their work (or when time is up), the teacher can end the session by clicking the **Responder** menu and choosing **End Student Paced Session**.

## Viewing Information on Past Sessions

The **Sessions** tab in AccelTest lists the teacher-paced and student-paced sessions that you have completed. You can see more information about a session by double-clicking it in the list.

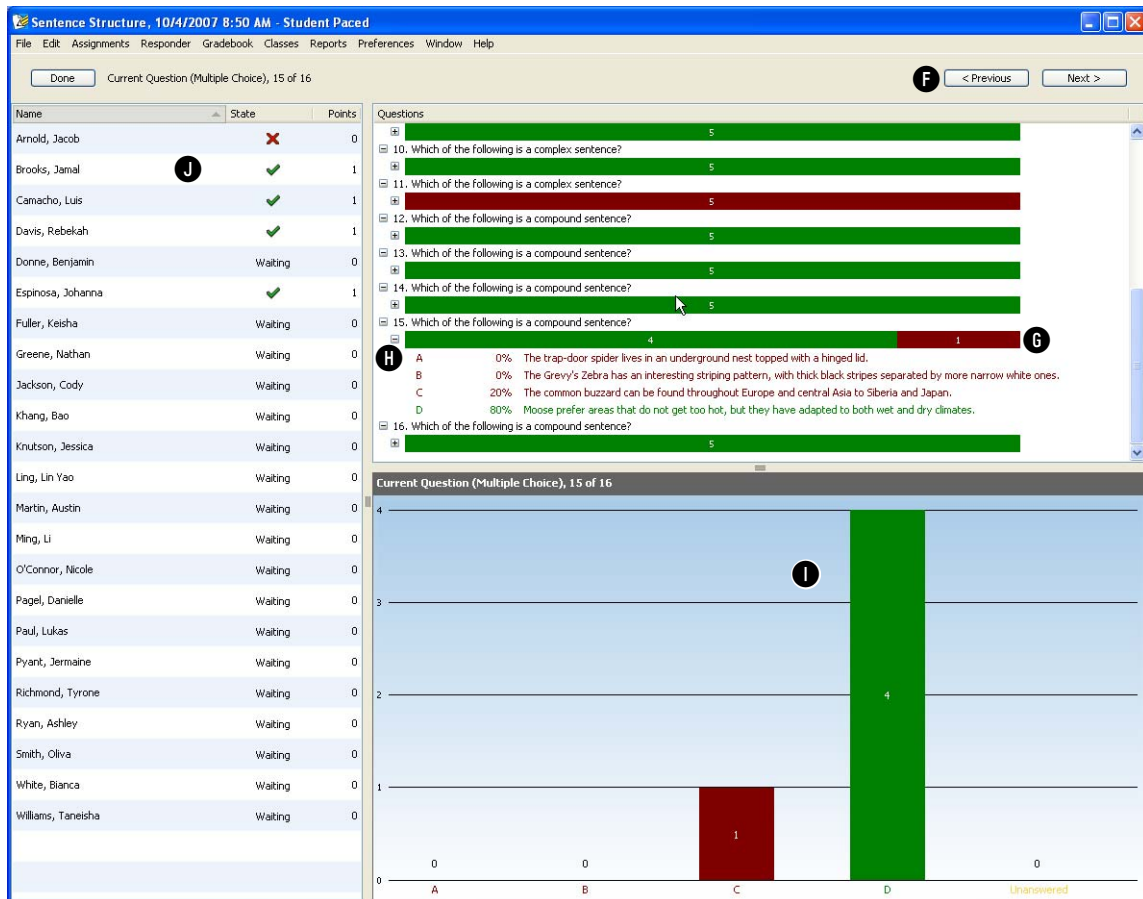
For teacher-paced sessions, you will see information about the students who completed a specific assignment.



- A** Click **Next >** or **< Previous** to go to another question, or click the question.
- B** If the assignment was scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn't answer the question (yellow).
- C** Click **+** next to the color bar below a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green.

- D** For the current question, use the graph to see how many students have chosen each answer and how many didn't choose an answer.
- E** Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.

For student sessions, the window shows students' points and which students have worked on the assignment.

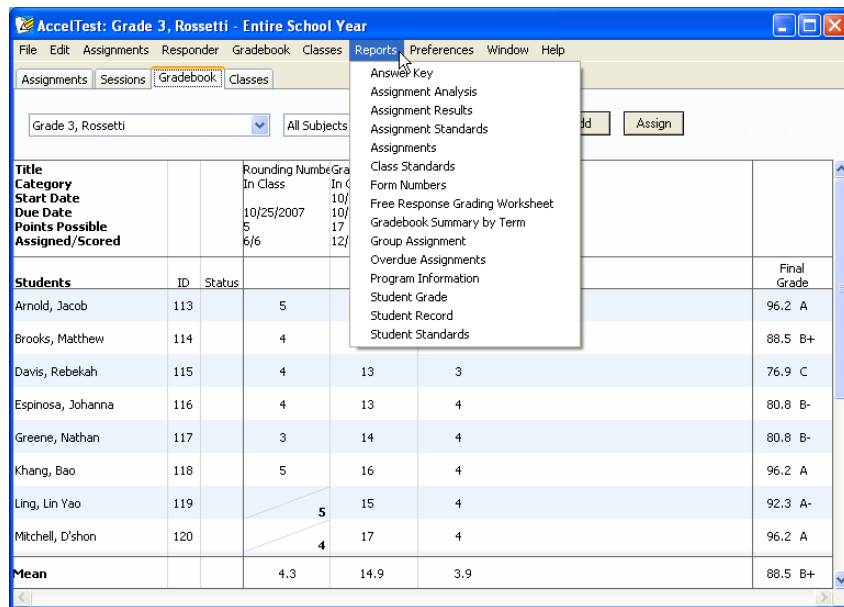


- F** Click **Next >** or **< Previous** to go to another question, or click the question.
- G** If the assignment was scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn't answer the question (yellow).
- H** Click + next to the color bar below a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green.
- I** For the current question, use the graph to see how many students have chosen each answer and how many didn't choose an answer.
- J** Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.

# REPORTS

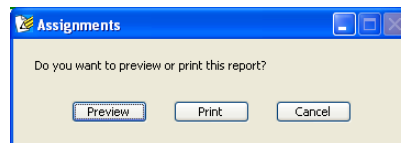
## Printing or Previewing AccelTest Reports

AccelTest has several reports that give you information about your assignments and your students' work. These reports are available in the **Reports** menu.



Many reports are not available unless you have the Gradebook tab selected. Some require you to select something in the Gradebook (such as a student name, assignment name, or student results for an assignment) before you choose the report. For more information, see the table that starts on the next page.

When you choose a report, the program may ask if you want to preview it in the program or print it. You can select **Preview** to see what the report looks like and check its contents in the program before printing. When you preview a report, you can scroll down to see other pages in the report. If you'd like to print it, click **Print** in the preview window; if not, click **Close** when you're ready to close the window.



For each report, AccelTest has a preference so you can customize report options. Each preference lets you decide if you'll be asked whether to preview or print the report before printing. Some preferences also let you choose other options for the report. For more information, see page 147.



## Report Descriptions

The table below lists the AccelTest reports. The table tells you what to select before you choose the report, and it includes a brief description of each report.



**For some reports that require you to select items in the Gradebook, you can choose more than one assignment, student, or score.** To choose one, click it. To choose more than one, hold down the **Ctrl** key (Windows) or **⌘** key (Macintosh) as you click it. To choose a group, click the first item, hold down the **Shift** key, and click the last item.

Report Name	What to Select Before Choosing the Report	When You Would Use the Report
Answer Key	Go to the Gradebook tab and select assignment name(s) (at the top of the column), student name(s), or the students' scores. You can choose more than one assignment, student, or score.	Use this report when you need answer keys for assignments. For each student, this report shows you the correct answer to every question on the assignment (except for short answer and essay questions). It also shows you the number of points possible per item. Each student's answer key may be different if you chose to shuffle multiple-choice questions when you created the assignment.  <i>Preferences (page 148): Print/Preview Setting</i>
Assignment Analysis	Go to the Gradebook tab and select one or more assignment names at the top of the column.	Use this report to get detailed information about class performance on an assignment. The report includes assignment information, the number of students for whom the assignment was assigned and scored, the average, median, high, and low scores, and the standard deviation. For each item, the report shows the total number of student responses and the average points earned.  The report includes a detailed analysis for each item that shows the number and percentage of students who chose each answer choice. The report can be used with assignments that were not created in AccelTest; however the report will show less information for each item.  <i>Preferences (page 148): Print/Preview Setting, Include Item Details</i>
Assignment Results	Go to the Gradebook tab and select assignment name(s) (at the top of the column), student name(s), or the students' scores. You can choose more than one assignment, student, or score.	Use this report to give your students their assignment results. The report tells students their score on an assignment. It identifies the student and assignment by name and ID, and it has a blank for the teacher's signature and comments.  Depending on the preference settings for this report (see page 149), it may print automatically after the assignment is scored.  <i>Preferences (page 149): Print/Preview Setting, Questions to Display, Show Correct Answers, Auto Print, Batch Print</i>

Report Name	What to Select Before Choosing the Report	When You Would Use the Report
Assignment Standards	Go to the Assignments tab and select assignment name(s). You can choose more than one assignment. (If no assignments are selected, the report will include all assignments that have items aligned to standards.)	Use this report when you've aligned assignment questions to standards (see page 61) and you want to see the alignments you've set. The report includes the agency and standard set name used for the alignments, each standard code and description, the number of questions aligned to each standard, and the total points possible for those questions.
Assignments	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report.	Use this report to get a list of all assignments found in the Assignments tab. It can give you a quick overview of the available assignments that you may want to use in your Gradebook. The report includes the date the assignment last changed, how it should be presented and scored, the total number of points available, and whether the assignment has already been assigned in a Gradebook.  <i>Preferences (page 148): Print/Preview Setting, Sort Order for assignments</i>
Class Standards	Go to the Gradebook tab and select the class. The report will include all class assignments that have items aligned to standards.	Use this report when you're aligned assignment questions to standards (see page 61) and you want to see how well the class as a whole is performing on those standards. The report includes the agency and standard set. For each standard, it includes the description and a list of the assignments that have items aligned to that standard. The list includes the number of students who completed each assignment, the number of questions aligned to the standard, the total number of points possible, the total number of points earned, and the percentage of possible points earned. (The point totals include the number of points possible and points earned for all students, so they are larger than the points available on the assignment.)



**Cells in the Gradebook.**

A "cell" in the Gradebook is the square in the table where an assignment column and a student row meet. After the student's assignment is scored, it shows the score. Before the assignment is scored, it shows the status of the assignment, such as *Waiting for incomplete assignments that are not yet due, or Overdue for assignments that are past due.*

Report Name	What to Select Before Choosing the Report	When You Would Use the Report
Form Numbers	Go to the Gradebook and choose the name of one assignment or the cells (squares) for each student in the column for that assignment. <i>The report is only available for assignments meant to be scored with the Scanner.</i>	Use this report to get the form numbers that students must fill in on their AccelTest scan cards. The form number tells the software which student and assignment the card is for. Each student has a unique form number for each assignment. The form number is also printed on each student's copy of the assignment.  <i>Preferences (page 150): Print/Preview Setting</i>
Free Response Grading Worksheet	Go to the Gradebook and choose the name of one or more assignments.	Use this report to fill in students' points for free-response questions before you score the questions manually (see page 94). This can help you score the items more quickly. If you do not score free-response short answer and essay questions manually, and you have already scored assisted-response items with the Responder or scanner, the program assumes that each student earned all points for the short answer and essay questions. In the report, the <b>AR</b> column shows the points the student earned so far on the assisted-response items (if they have been scored).  <i>Preferences (page 150): Print/Preview Setting</i>
Gradebook Summary by Term	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report. However, please note that the report will include only the class you've selected on the Gradebook tab.	Use this report to get your students' grades by subject for each term or semester and the school year as a whole. The report gives you a separate set of grades for each subject. (It lists the grades for each subject on a separate page.) The report shows grades the way you've chosen to display them in the Gradebook—either by points or percentage.  <i>Preferences (page 150): Print/Preview Setting</i>

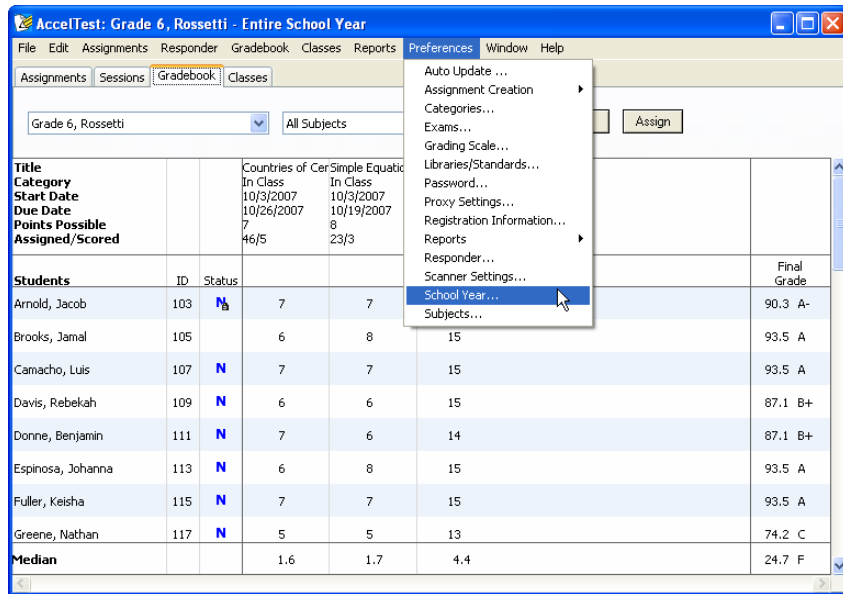
Report Name	What to Select Before Choosing the Report	When You Would Use the Report
Group Assignment	Go to the Gradebook for your class. You don't need to choose anything in the Gradebook.	<p>Use this report to get an overview of student progress for each assignment in your Gradebook. The report shows information about each assignment, including the due date, the number of students for which it has been assigned and scored, and the number that still need the assignment scored.</p> <p>For scored assignments, the report shows the score and the date scored for each student. For unscored assignments, the report shows the status (Waiting, Pending, Overdue, Not Assigned, or Sent for homework). The report also includes the class average score, median score, standard deviation of points earned, and the high and low scores.</p> <p><i>Preferences (page 151): Print/Preview Setting, Sort Order for students</i></p>
Overdue Assignments	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report. However, please note that the report will include only the class you've selected on the Gradebook tab.	<p>Use this report to see which students have overdue assignments. The lists includes all assignments (in-class, quizzes, tests, and homework). <i>In the Gradebook, overdue assignments have a score of 0 until they are scored.</i></p> <p><i>Preferences (page 151): Print/Preview Setting</i></p>
Program Information	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report.	<p>Use this report to get information about the AccelTest program, the Renaissance Receiver and AccelScan scanner that are connected (if any), some preference settings (School Year, Categories, Subjects, Exams, Grading Scale, and some Reports settings), and the computer setup. The report includes your AccelTest serial number.</p> <p><i>Preferences (page 151): Print/Preview Setting</i></p>

Report Name	What to Select Before Choosing the Report	When You Would Use the Report
Student Grade	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report. However, please note that the report will include only the class you've selected on the Gradebook tab.	<p>Use this report to get each student's final grades for each subject for each term or semester and the school year. The report includes blanks where you can fill in the student's tardies and excused or unexcused absences. It also includes the dates for each term.</p> <p>You can use this as a report card if you don't have standard report cards, or you can use it as a reference when you create student report cards.</p> <p><i>Preferences (page 152): Print/Preview Setting</i></p>
Student Record	Nothing—you can choose this report from any AccelTest tab, and you don't need to select anything before choosing the report. However, please note that the report will include only the class you've selected on the Gradebook tab.	<p>Use this report to get a record of all assignments that each student has completed. The report lists the assignments by subject and shows you the assignment category, the score (in points and percentage), and the date it was scored.</p> <p>This report may be useful in parent-teacher conferences or in a student's portfolio.</p> <p><i>Preferences (page 152): Print/Preview Setting, Page Break after Student</i></p>
Student Standards	Go to the Gradebook tab and select the student name(s). You can choose more than one student. (If no students are selected, the report will include all students in the class.)	Use this report when you have aligned items on your assignments to standards (see page 61) and you want to see how each student is performing on those standards. A report will be generated for each student. The report includes the standards agency and standard set. For each standard, the report lists the assignments with questions aligned to the standard. The list includes the number of questions aligned to the standard on that assignment, the number of points possible for those questions, the number of points the student earned, and the percentage of possible points earned.

# PREFERENCES

## AccelTest Preferences

Using the AccelTest preferences, you can adjust how AccelTest works for your school. The preferences are listed in the **Preferences** menu.



The table that starts on the next page lists the preferences in AccelTest and tells you how to change them.

Preference	What It Does	How to Change It
Auto Update	AccelTest software automatically checks for and installs updates so that you have the latest version of the software. This preference shows you when the program was last updated and lets you choose how often the program checks for updates. If you have chosen to ignore some updates, you can also reset the ignored updates so that you'll have the chance to select them again.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and choose <b>Auto Update</b>. The Auto Update Settings dialog box will open. The last date Auto Update was run is shown at the top.</li> <li>2. Auto Update is checked by default. To disable it, click in the box next to <b>Auto Update Enabled</b>.</li> <li>3. Click the <b>Frequency</b> drop-down menu and select how often you want updates—daily, weekly or monthly.</li> <li>4. Click <b>Reset Ignored</b> to if you want the chance to install updates that you previously chose to ignore. You will then be able to see these updates once again so you can install them.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>
Assignment Creation	The assignment creation preferences allow you to choose the default options for the appearance of your assignments and for the item types.	See page 153.
Categories	<p>Use this preference to create or change categories for assignments. You choose an assignment category when you add an assignment to your Gradebook. In this preference, you can also do the following:</p> <ul style="list-style-type: none"> <li>• Assign a weight to each category to set how the assignments affect students' final grades</li> <li>• Decide whether to drop a student's worst score for assignments in each category</li> <li>• Decide whether to calculate students' term and school year grades using the category weights or the overall total points earned</li> <li>• Decide how much extra credit should be worth (if you've chosen to use category weights)</li> </ul>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Categories</b>. The Categories dialog box will open.</li> <li>2. Make your changes to the categories: <ul style="list-style-type: none"> <li>• To add a category, click in a field and type the category name.</li> <li>• To change a category name, click in the field and make your changes.</li> <li>• At the bottom of the dialog box, click <b>Category Weights</b> or <b>Total Points Earned</b> to choose how grades will be calculated. If you choose Category Weights, make sure you enter a weight for each category above.</li> <li>• If you want to drop each student's worst score for a category, check the box after the category weight.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Exams	Use this preference to set exam weight in student grades for terms, semesters, and the entire school year.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Exams</b>. The Exams dialog box will open.</li> <li>2. Exams will be a certain percentage of the grade you choose (term, semester, or final grade). Enter the percentage that you want. Then, click the grade that you want this percentage to apply to. For more information, see page 101.</li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>

Preference	What It Does	How to Change It
Grading Scale	<p>Use this preference to select the grading scale used to calculate term, semester, and school year grades in the Gradebook and reports. Your choices are:</p> <ul style="list-style-type: none"> <li>• Standard (A+ to F)</li> <li>• Pass/Fail</li> <li>• Outstanding/Satisfactory/Unsatisfactory</li> <li>• 1 to 10</li> </ul>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Grading Scale</b>. The Grading Scale dialog box will open.</li> <li>2. Click the drop-down list and choose a grading scale.</li> <li>3. For each grade in the scale, enter the lowest score that allows students to achieve that grade. (You don't need to do this for the lowest grade since 0 is the lowest score for that grade. You cannot enter criteria for the grades if you choose the 1 to 10 scale.)</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Libraries/Standards	<p>Use this preference to install or delete AccelTest libraries or to add or remove standards.</p> <p>Libraries contain book files that are typically from either Renaissance Learning or a publisher. They provide items that you can add to assignments. For more about finding these libraries, see page 157. If you own a desktop version of Accelerated Math (such as version 2.x), you can install your Accelerated Math libraries in AccelTest; see page 157.</p> <p>You can also add standards that you can align your assignment items to. This allows you to get information about how students are performing on standards. (See the Class Standards, Assignments Standards, and Student Standards Reports.)</p>	<p>Follow the steps below to install libraries. To add standards, see page 33; to align assignment items to standards, see page 61.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Libraries/Standards</b>. The Libraries dialog box will open.</li> <li>2. If you want to install libraries, click <b>Add</b>. Then, open the folder where your libraries currently exist and click <b>OK</b> (Windows) or <b>Choose</b> (Macintosh). When the program finishes the installation, it will notify you; click <b>OK</b>.</li> <li>3. If you want to delete libraries, select the libraries that you want to delete first. To select one, click its name. To select more than one, hold down the <b>Ctrl</b> key (Windows) or the <b>⌘</b> key (Macintosh) as you click the library names, or, to select a group, click the first library in the group, hold down the <b>Shift</b> key, and click the last library in the group. Click <b>Delete</b>. Then, click <b>Yes</b> when the program asks if you're sure you want to delete the libraries.</li> <li>4. Click <b>Close</b> to close the dialog box.</li> </ol>
Password	<p>Use this preference to change the AccelTest password. It's a good idea to change the password after you install the program to keep it secure. The default password is <b>admin</b>.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Password</b>. The Change Password dialog box will open.</li> <li>2. Type your current password in the Current Password field.</li> <li>3. Press the <b>Tab</b> key and type your new password in the New Password field.</li> <li>4. Press <b>Tab</b> again and type your new password in the Confirm Password field.</li> <li>5. Click <b>OK</b> to save your new password. Anyone who logs into the program will need to use the new password the next time they start AccelTest.</li> </ol>

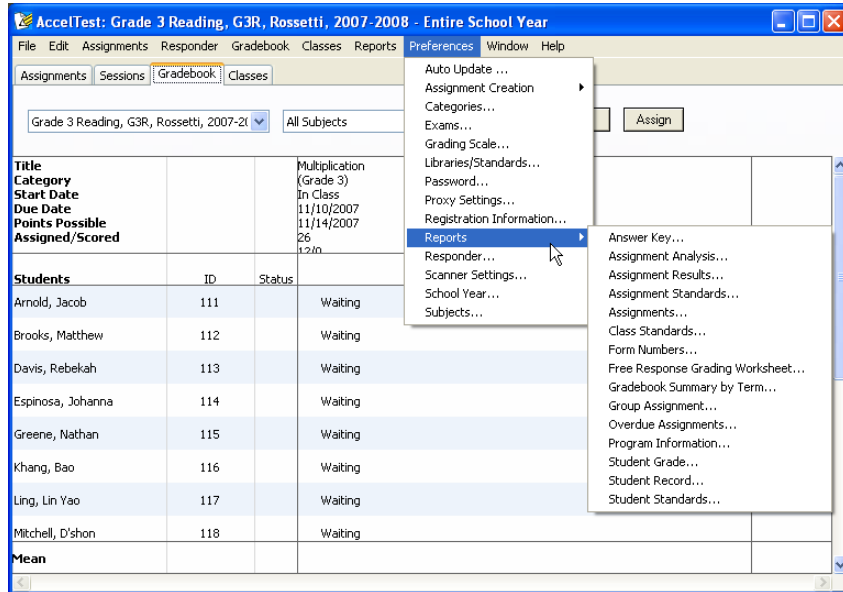


Preference	What It Does	How to Change It
Proxy Settings	If your network requires you to use a proxy server for Internet connections, and if that server requires authentication (your user name and password), you can use this preference to set the user name and password that you want AccelTest to use when it needs to make an Internet connection. AccelTest uses the Internet connection to look for updates or to import classes from Renaissance Place.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Proxy Settings</b>.</li> <li>2. Check the box next to <b>My proxy requires authentication</b> if this is the case on your network. Then, enter your user name and password. (If you're not sure what user name and password to use, contact your network administrator.)</li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Registration Information	Use this preference to see your AccelTest serial number and to change your school or teacher name.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Registration Information</b>. The Registration Informations dialog box will open. The serial number is at the top of this dialog box.</li> <li>2. If necessary, change the school name and/or teacher name.</li> <li>3. Click <b>OK</b> to save any changes you have made.</li> </ol>
Reports	The Reports preferences allow you to choose the options you prefer to use for the AccelTest reports.	See page 147.
Responder	<p>Use this preference to decide whether you want the program to support owned Responders (see page 14 to assign student owners to Responders). If you don't support owned Responders, students cannot complete Homework with the Responders (see page 90) or receive notes, and they will need to enter their student IDs from the Gradebook to participate in sessions.</p> <p>You can also use this preference to decide if you want to allow students to have the Responders to synchronize during a session. If you allow students to synchronize, they can retrieve Homework or Notes during a session, which may increase Responder and Receiver activity. You may want to deselect this option if you have a large number of students using the Responders at the same time.</p> <p>If you do not support owned Responders, you can decide whether you want the AccelTest software to connect to your Renaissance Receiver and launch the Renaissance Wireless Receiver program when it starts.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Responder</b>.</li> <li>2. Check the box next to <b>Support Owned Responders</b> if you are assigning Responders to individual students. (See the notes to the left.) <b>See the note in this dialog box for more about the possible effects of changing this setting.</b></li> <li>3. If you chose to support owned Responders, decide whether to allow Responders to synchronize during a session. If the box is checked, synchronizing is allowed.</li> <li>4. If you chose not to support owned responders, decide whether to allow AccelTest to connect to the Receiver when the AccelTest software starts. If the box is checked, AccelTest will do this.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>

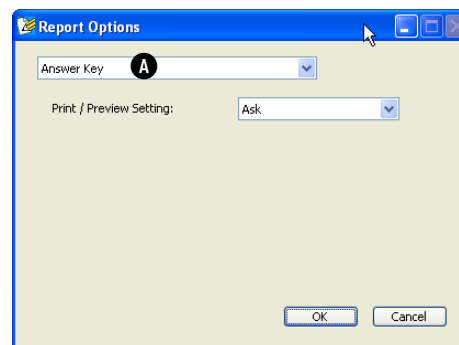
Preference	What It Does	How to Change It
Scanner Settings	<p>Use this preference to set the scanner port setting and the scanner sensitivity.</p> <p>The port setting tells the computer where to find the AccelScan scanner that you've already connected. To connect the scanner, see the instructions in the <i>AccelTest Software Installation Guide</i>. Then, start your computer and AccelTest and open this preference.</p> <p>You may need to adjust the scanner sensitivity to allow for differences in the way students mark scan cards. If the AccelScan is too sensitive to stray marks, decrease the sensitivity. If the AccelScan does not recognize some marked answers, increase the sensitivity.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Scanner Settings</b>. The Scanner Settings dialog box will open.</li> <li>2. The scanner status at the bottom of the dialog box will show you if AccelTest is detecting the scanner. If it isn't, click the drop-down list and choose the computer port that the scanner is connected to. If AccelTest still does not detect the scanner, make sure it is on (if it has a switch) and plugged in. You should also check the AccelScan system requirements for AccelTest at <a href="http://www.renlearn.com/requirements">www.renlearn.com/requirements</a>.</li> <li>3. If you need to change the scanner sensitivity, click the pointer and drag it to the left to decrease sensitivity or drag it to the right to increase sensitivity.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
School Year	<p>Use this preference to enter your school year information, including the start and end dates for the school year, the number of terms, and the start and end dates for the terms. If you have 4 or 6 terms, you'll also be asked to set the number of terms per semester. Changing the school year affects the calculation of student grades. Your school year and terms should be set up before you start scoring student assignments.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>School Year</b>.</li> <li>2. Read the text in the Welcome panel of the Wizard or Assistant. Then, click <b>Next</b>.</li> <li>3. Enter the Start and End dates for your school year. You can type the dates or click the calendar button and click the dates; you can also click <b>Today</b> in the calendar. Click <b>Next</b> to continue.</li> <li>4. Select the number of terms in your school year and click <b>Next</b>.</li> <li>5. Enter the start and end date for each term and click <b>Next</b>.</li> <li>6. If you entered 4 or 6 terms, the program will ask you to choose the number of terms per semester from a drop-down list. If your terms aren't grouped into semesters, click <b>Not Applicable</b>. If they are, choose the number of semesters. Click <b>Next</b> to continue.</li> <li>7. Check the information in the Summary. If it is correct, click <b>Done</b>; if not, click <b>Back</b> to go back and make changes.</li> </ol>
Subjects	<p>Use this preference to add subjects, edit their names, or delete subjects. When you create assignments (see page 40), you must choose a subject. In the Gradebook, you can choose to view assignments from one subject or all subjects.</p>	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu and select <b>Subjects</b>.</li> <li>2. The Subjects dialog box will open. <ul style="list-style-type: none"> <li>• If you are adding a subject, click <b>Add</b> and type the name of the subject you want to add. Then, click <b>OK</b>.</li> <li>• To edit a subject, scroll down the list until you find the subject, and click it. Then click <b>Edit</b>, change the name, and click <b>OK</b>.</li> <li>• To delete a subject that is not being used, scroll down the list to find the subject, and click it. Then click <b>Delete</b>. You can't delete subjects that have been used for assignments.</li> </ul> </li> <li>3. Click <b>OK</b>.</li> </ol>

## Setting Reports Preferences

AccelTest has several Reports preferences that allow you to choose options for AccelTest reports. To select these preferences, click **Preferences**, choose **Reports**, and then choose the report that you'd like to set the preferences for.



Once you choose one of the Reports preferences, you can click the drop-down list **A** and switch to the preference for another report. When you do this, any changes you chose for the first preference will still be saved when you click **OK**.



The table below tells you how to change each of the reports preferences.

Report Preference	How to Change It
Answer Key	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Answer Key</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Assignment Analysis	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Assignment Analysis</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Decide whether you want to include item details on the report. If the box is checked, the details are included; click the box to check it or remove the check mark. Item details show you the number of students who chose each possible answer to each assisted-response question.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Assignments	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Assignments</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click the <b>Sort Order</b> drop-down list and choose how you want to sort assignments on the report: by title, date changed, the total points the assignment is worth, or by whether it has been assigned in a Gradebook.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>

Report Preference	How to Change It
Assignment Results	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Assignment Results</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click the <b>Questions to Display</b> drop-down list and choose whether to list all questions or just missed questions on each student's report. The list shows the possible points, the points the student earned, and the student's answer to assisted-response questions.</li> <li>4. Check the <b>Show Correct Answers</b> box if you want the list of missed questions to include the correct answer as well as the student's answer.</li> <li>5. Check the <b>Auto Print</b> box if you want the report to print automatically every time a student's assignment is scored; <i>this applies only when the assignment is scored using an AccelScan scanner.</i></li> <li>6. Check the <b>Batch Print Report</b> box if, during scoring, you want the program to wait until all scoring is complete and print the reports for all students together instead of printing them one by one as each assignment is scored.</li> <li>7. Click <b>OK</b> to save your changes.</li> </ol>
Assignments Standards	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Assignment Standards</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>

Report Preference	How to Change It
Class Standards	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Class Standards</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Form Numbers	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Form Numbers</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Free Response Grading Worksheet	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Free Response Grading WorkSheet</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Gradebook Summary by Term	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Gradebook Summary by Term</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>

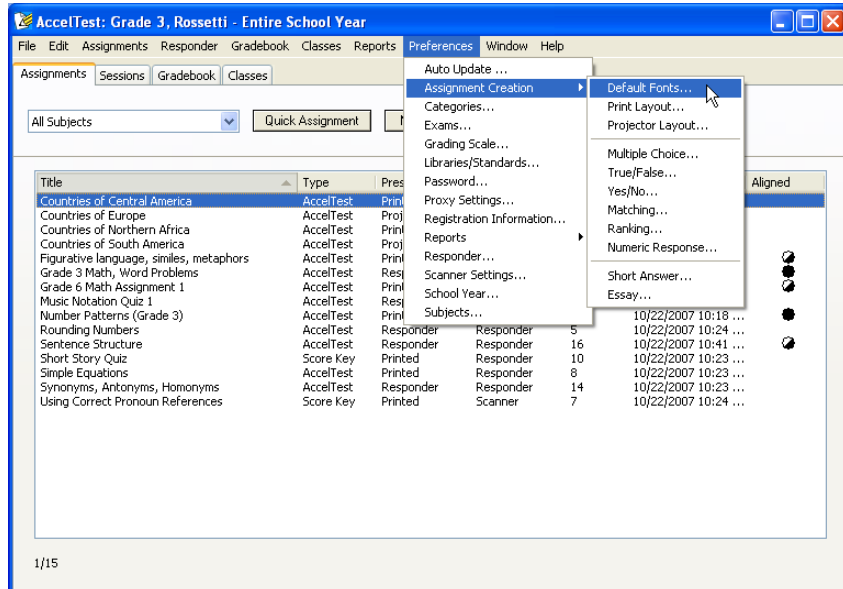
Report Preference	How to Change It
Group Assignment	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Group Assignment</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click the <b>Sort Order</b> drop-down list and choose how you want students on the report to be sorted: by student name, the number of points earned, or the percentage of possible points earned.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Overdue Assignments	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Overdue Assignments</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Program Information	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Program Information</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>

Report Preference	How to Change It
Student Grade	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Student Grade</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Student Record	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Student Record</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Check the <b>Page Break</b> box if you want each student's information to start on a new page.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Student Standards	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Reports</b>, and choose <b>Student Standards</b>. The Report Options dialog box will open.</li> <li>2. Click the <b>Print/Preview</b> drop-down list to choose what will happen when you choose the report: <ul style="list-style-type: none"> <li>• <b>Ask</b> means the program will ask if you want to preview the report or print it.</li> <li>• <b>Always Preview</b> means the program will always open the preview window. (You can print the report from this window.)</li> <li>• <b>Always Print</b> means the program will always print the report without showing you the preview window first.</li> </ul> </li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>

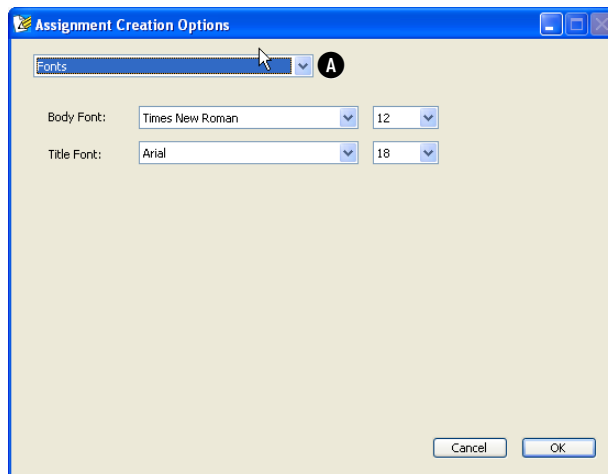


## Setting Assignment Creation Preferences

AccelTest has several Assignment Creation preferences that allow you to choose options for AccelTest assignments, including default fonts, layout used, options for various question types, instructions, number of points, and the amount of answer space provided for free-response questions. To select these preferences, click **Preferences**, choose **Assignment Creation**, and then choose a preference.



Once you choose one of the assignment creation preferences, you can click the drop-down list **A** and switch to another assignment creation preference. When you do this, any changes you chose for the first preference will still be saved when you click **OK**.



The table below tells you how to change each of the assignment creation preferences.

Assignment Creation Preference	What It Does	How to Change It
Default Fonts	Sets the fonts that will be used by default when you create a new assignment. The fonts apply only to printed assignments, and you can change the font used in a specific assignment by changing the assignment properties when you create or edit the assignment. See “Changing Assignment Properties” on page 71.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Default Fonts</b>. The Assignment Creation Options dialog box will open.</li> <li>2. Use the drop-down lists to choose the font faces and point sizes for the fonts that will be used in the assignment title and in the body of the assignment (the instructions and questions).</li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Print Layout	Sets the default page margins and how or whether answer spaces should be printed. The settings apply only to printed assignments, and you can change the options for a specific assignment by changing the assignment properties when you edit the assignment. See “Changing Assignment Properties” on page 71.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Print Layout</b>. The Assignment Creation Options dialog box will open.</li> <li>2. Enter the top, bottom, left, and right margins in inches.</li> <li>3. Click one of the options for answer spaces. You can include space beside each question or on a separate sheet, or you can choose not to include answer spaces.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Projector Layout	Sets the projector screen size for projected assignments so that they will display properly in the assignment editor when you create or edit the assignments. Note that this does not affect how the assignment will look when it is actually projected; the software will use your projector’s native screen size.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Projector Layout</b>. The Assignment Creation Options dialog box will open.</li> <li>2. Click the drop-down list and choose the screen size that you are using at your computer.</li> <li>3. Click <b>OK</b> to save your changes.</li> </ol>
Multiple Choice	Sets the default options for multiple-choice items on assignments, including the instructions, the point values, the number of answer choices, and the number of columns for answer choices. Please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Multiple Choice</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Use the <b>Choices</b> drop-down list to choose how many possible answers you want to include for each item.</li> <li>5. Use the <b>Columns</b> drop-down list to choose the number of columns you want to use for answer the choices below the question. This applies to printed assignments.</li> <li>6. Click <b>OK</b> to save your changes.</li> </ol>

Assignment Creation Preference	What It Does	How to Change It
True/False	Sets the default options for true/false items on assignments, including the instructions and point values. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>True/False</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Yes/No	Sets the default options for yes/no items on assignments, including the instructions and point values. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Yes/No</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Click <b>OK</b> to save your changes.</li> </ol>
Matching	Sets the default options for matching items on assignments, including the instructions, point values, the number of questions to be matched, and the number of possible matches. Please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Matching</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each numbered matching item.</li> <li>4. Use the <b>Choices</b> drop-down list to choose how many matching choices you want to list on the right.</li> <li>5. Use the <b>Questions</b> drop-down list to choose the number of items you want to match to the possible choices.</li> <li>6. Click <b>OK</b> to save your changes.</li> </ol>
Ranking	Sets the default options for ranking items on assignments, including the instructions, point values, and the number of items to be ranked. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Ranking</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Use the <b>Choices</b> drop-down list to choose how many items you want students to rank in the questions.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>

Assignment Creation Preference	What It Does	How to Change It
Numeric Response	Sets the default options for numeric response items on assignments, including the instructions, point values, and the amount of space for the answer. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Numeric Response</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Enter the amount of space (in inches) that you want to leave below the question for the student's answer on printed assignments.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>
Short Answer	Sets the default options for short answer items on assignments, including the instructions, point values, and the amount of space for the answer. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Short Answer</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Enter the amount of space (in inches) that you want to leave below the question for the student's answer on printed assignments.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>
Essay	Sets the default options for essay items on assignments, including the instructions, point values, and the amount of space for the answer. However, please note that you can change the options for each item as you create or change assignments.	<ol style="list-style-type: none"> <li>1. Click the <b>Preferences</b> menu, choose <b>Assignment Creation</b>, and choose <b>Essay</b>. The Assignment Creation Options dialog box will open.</li> <li>2. If you'd like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.</li> <li>3. If necessary, change the default number of points that students can earn for each item.</li> <li>4. Enter the amount of space (in inches) that you want to leave below the question for the student's answer on printed assignments.</li> <li>5. Click <b>OK</b> to save your changes.</li> </ol>

# ABOUT LIBRARIES

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Your 2Know! classroom response system package includes access to library content item banks from popular textbooks so you can easily create quizzes, tests, and other exercises that complement the textbooks you are using. You can add items from these libraries to your assignments instead of writing the items yourself.

Libraries are available at <http://www.renlearn.com/2know/crssearch/>. On this Web page, you can search for libraries by keywords, publisher, or author. After you download content, use the Libraries preference to install it. (See page 144.) You can install two kinds of libraries:

- Import existing publisher item book files
- Install book files from Renaissance Learning

All library content will work with printed assignments, but some may not be suitable for projected questions or questions sent to the Responder. Matching, ranking and multiple choice with more than five distractors will not work for projected assignments. Some content items may be too large to fit on the screen, and some may contain graphics that are only legible when printed.

## Installing Accelerated Math Libraries



If you own a desktop version of Accelerated Math (version 2.x), you can install your Accelerated Math libraries in AccelTest. As you follow the steps for installing libraries using the Libraries preference (see page 144), you will be asked to choose the location of the libraries that you want to install. In this dialog box, open your **Accelerated Math** data folder, then the **AccMath** folder, and then the **Library** folder. When you click **OK** (Windows) or **Choose** (Macintosh), AccelTest will find and install the Accelerated Math libraries.

# OTHER RESPONDER FEATURES AND SETTINGS

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## Changing the Responder Font Size

To change the font size on a Responder, you must choose a different firmware version. Firmware versions that end in odd numbers display a small font; firmware versions that end in even numbers display a large font. Follow these steps to change your firmware version so that you can view a different font size:


1. Press the **On/Off** button.
2. If the Responder has been assigned a student owner and asks for the Student PIN, press **?**. Select your server (Receiver) or press **yes (True)** and then **Enter** to stay connected to the current server. Enter the Administrator PIN (**1234** is the default) and press **Enter**. Press any key to continue.
3. Press  to scroll down to **Settings**; then, press **Select**.
4. Press  to scroll down to **Firmware Update**; then, press **Select**.
5. When the Responder displays the available update, scroll to choose the odd number version if you want a small font or the even number version if you want a large font; then, press **Select**.
6. Enter the Administrator PIN when the Responder asks you to do this (the default is **1234**); then, press **Enter**.
7. The Responder will start updating the firmware. The program shows you its progress as it does the update. When the update is complete, the Responder will show you the new version number. Press any key to go to the Responder menu or the student PIN entry screen.

## Using the Calculator in the Responder

The Responder has a calculator that students can use for simple math operations. If you don't want students to use this calculator, the teacher can disable the calculator for all students using the Renaissance Wireless Server Utility program; see page 159 for instructions.



## Using the Calculator

Follow these steps to use the calculator in the Responder:

1. Press the **On/Off** button.
2. Press  to scroll down to **Calculator**; then, press **Select**.
3. If the program asks if you want to stay connected to the Receiver, press **yes True** and press **Select**.
4. Follow these instructions to enter calculations:
  - To enter numbers, use the number keys.
  - To add, press **A (+)**.
  - To subtract, press **B (-)**.
  - To multiply, press **C (x)**.
  - To divide, press **D (/)**.
  - To calculate percent, press **E (%)**.
  - To clear an entry, press **Clear**.
  - To get an answer, press **Enter (=)**.
5. To exit the calculator, press **Menu**.

## Disabling the Calculator Function

The calculator is enabled by default in this release of AccelTest. Follow these steps to disable (or re-enable) the calculator:

1. Open the Renaissance Wireless Server Utility:
  - **Windows computers:** If your AccelTest software is already running, right-click the  icon in the lower right corner of your computer screen and choose **Manage** from the menu.  
If not, click **Start** or  ► **Programs** (or **All Programs**) ► **Renaissance Wireless Server** ► **Renaissance Wireless Server Utility**. (Click **Start** in the program to start the server.)
  - **Macintosh computers:** In your computer's Applications folder, open the Renaissance Wireless Server folder. Then, double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. (This is the default password. If you have changed the password, enter your new password.)
3. Click the **Device Settings** tab.
4. Check or uncheck the box next to **Calculator**. When the box is checked, students are allowed to use the calculator on their Responders.
5. Click **Update Device Settings**.
6. Click **OK** when the settings have been updated.

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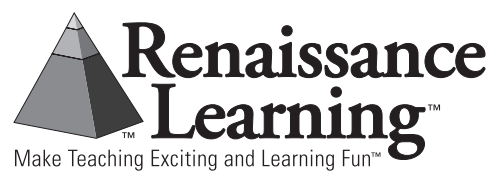
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